



USAG Schweinfurt

Welcome Book

Updated April 2006



**Provided by the
Army Community Service Center (ACSC)
Information & Referral Program
Schweinfurt, Germany
DSN 354-6751/6933 CIV 09721-96-6751/6933**

Office of the Commander

Dear Newcomer:

Herzlich Willkommen in Deutschland, and congratulations on your opportunity to become part of the Schweinfurt Military Community. I am eager to have you join our great Community.



The United States Army Garrison Schweinfurt's mission is to provide support activities and force protection safeguards for our Community. Everything we do is designed to fulfill the needs of the warriors and families of the 1st Infantry Division's 2nd Brigade Combat Team.

Our location in the Lower Franconia region of the German State of Bavaria offers numerous opportunities to enjoy the splendid German culture and its rich historical traditions. I also encourage each of you to become familiar with the language, history, and culture unique to our local Community. Please remember that each of us is an "Ambassador" of the United States. I know that you will one day look back on the time that you spent in our Community as one of your most enjoyable life experiences.

You can learn more about the Schweinfurt Military Community by visiting our website. It provides an excellent overview of your new home, and several tools that will assist you before, and after, arriving in our area. The Standard Installation Topic Exchange Service (SITES) website also contains useful information on the facilities and services available in our Community, as well as important relocation planning tips that will make your transition to Germany smoother.

You will find that our Community team is truly dedicated to providing the warriors and families that we are here to serve with the finest support in the U.S. Army Europe (USAREUR). You are joining a great team of professionals that are committed to customer satisfaction, while also to ensuring that you enjoy all of the benefits that living in the heart of Europe has to offer.

Again, welcome to your new home in Germany. Please let us know how we can help you have an exciting and enjoyable assignment.

"PRIDE, PROFESSIONALISM, TEAMWORK"

Sincerely,

Jeffrey L. Feldman
Lieutenant Colonel, U.S. Army
Commander, USAG Schweinfurt

Contents

NEWCOMER RESOURCES

Information & Referral Program	3
Community Maps	5
History of Schweinfurt	8
Relocation Readiness	9
Shuttle Bus	9
Using the Phone System	10
Driving in Germany	
How to get a USAREUR license	14
Vehicle Information	14
Winter Driving	16
Using the Schweinfurt Bus System	18

TRAVEL

Using the Train	19
Air Travel	21
Tipping	21
Euros	22
Conversion Chart	23

LIFE ON POST

ACSC Family Advocacy Program	26
New Parent Education and Support Program	27
Emergency Placement Care Program	28
Exceptional Family Member Program	28
Victim Advocacy Services	29
Mobilization & Deployment Readiness Program	30
Women, Infants and Children	31
Army Volunteer Corps	31
American Red Cross	32
Family Life Chaplain	33
Army Substance Abuse Program (ASAP)	33
Social Work Services	34
Army Family Team Building	35
Army Family Action Plan	36
Military One Source	37
Employment Readiness Program	38
Where to find a job in Schweinfurt	39
NAF Civilian Personnel Office	40
Home-based businesses	40

COMMUNITY LIFE

German-American Club	41
Arts and Crafts	42
Library	42
Worship Opportunities	43
Coupon Connection	44
Thrift Shop	44
Shopping on the Economy	45
USO	46
BOSS	47
Smart Soldier Cab Card	48

CHILDREN and TEENS

School Registration	49
Child and Youth Services	50
Dress Code	51
SKIES Unlimited	51

HIGHER EDUCATION

Education Center	52
AER Scholarship	53
AER Spouse Education Assistance	54
SCSC Scholarship	54

FINANCIAL RESOURCES

Financial Readiness	55
Free/Reduced School Lunch Program	56
Army Emergency Relief (AER)	56
Banking	57
Finance Office	57
Tax Relief	58

LEGAL RESOURCES

Schweinfurt Law Center	60
Civilian Misconduct	62

PETS

Schweinfurt Veterinary Treatment Facility	63
Traveling with Pets	65
Is Your Dog Legal?	66

Comment Card	67
--------------------	----

NEWCOMER RESOURCES



ACSC Information, Referral and Follow Up

WELCOME TO SCHWEINFURT

You are in Europe. Opportunities at your fingertips that most people only dream about. Make the most of your time here. The Schweinfurt Army Community Service Center (ACSC) is here to help you take advantage of your new surroundings and cultural opportunities, as well as helping you get settled into your new setting, whether on-post or out in the German community.

The Army Community Service Center (ACSC) Information, Referral and Follow Up Program provides commanders, soldiers, Department of the Army civilians and their family members with information regarding military and civilian community resources.

While we have included a wide range of resources and information in this book, it is just a start. We've tried to include references where you can go for further information in many areas. Remember that you're always welcome to bring your questions to the ACSC, by phone or in person. If we don't have an answer, we'll find out who does and point you in the right direction.

PRINT MATERIAL AVAILABLE FROM SCHWEINFURT ACSC:

“Things to Do, Places to Go”

A guide to historic and entertainment attractions within an easy drive of Schweinfurt.

“Dining Out in Germany”

The basics on German restaurants, dining etiquette and menu translations.

“Activities and Events around Schweinfurt”

A guide to local parks, museums, sport facilities and other attractions.

“Schweinfurt Community Phone Directory”

On-post phone numbers.

ACSC Classes and Events Calendar (monthly)

Flee Market Guide (monthly)

Schweinfurt Area Events

A monthly schedule of local beer fests, wine fests, markets, concerts and carnivals that are a great way to learn a little about German culture while having fun.

Operation Self-Reliance Handbook, the “Smart Book”

A self-help guide to solve housing and other problems that may arise.

OTHER GARRISON PUBLICATIONS:

“The Point” bi-monthly Public Affairs Office community newspaper.

“Out & About” Schweinfurt MWR’s monthly guide to on-post events.

“R&R Magazine” includes AFN-TV listings, community events and travel articles.

“Never a Dull Moment” is a shopping and travel guide published by the Spouses’ Club, available for purchase at the USO and BookMark.

WEB SITES:

<http://www.schweinfurt.army.mil> (USAG Schweinfurt home page, links to ACS, MWR, troop units)

<http://www.afneurope.net> (Armed Forces Network home page. Army news stories, links to local AFN-TV schedules, weather and traffic conditions. Look for local information in the Würzburg link)

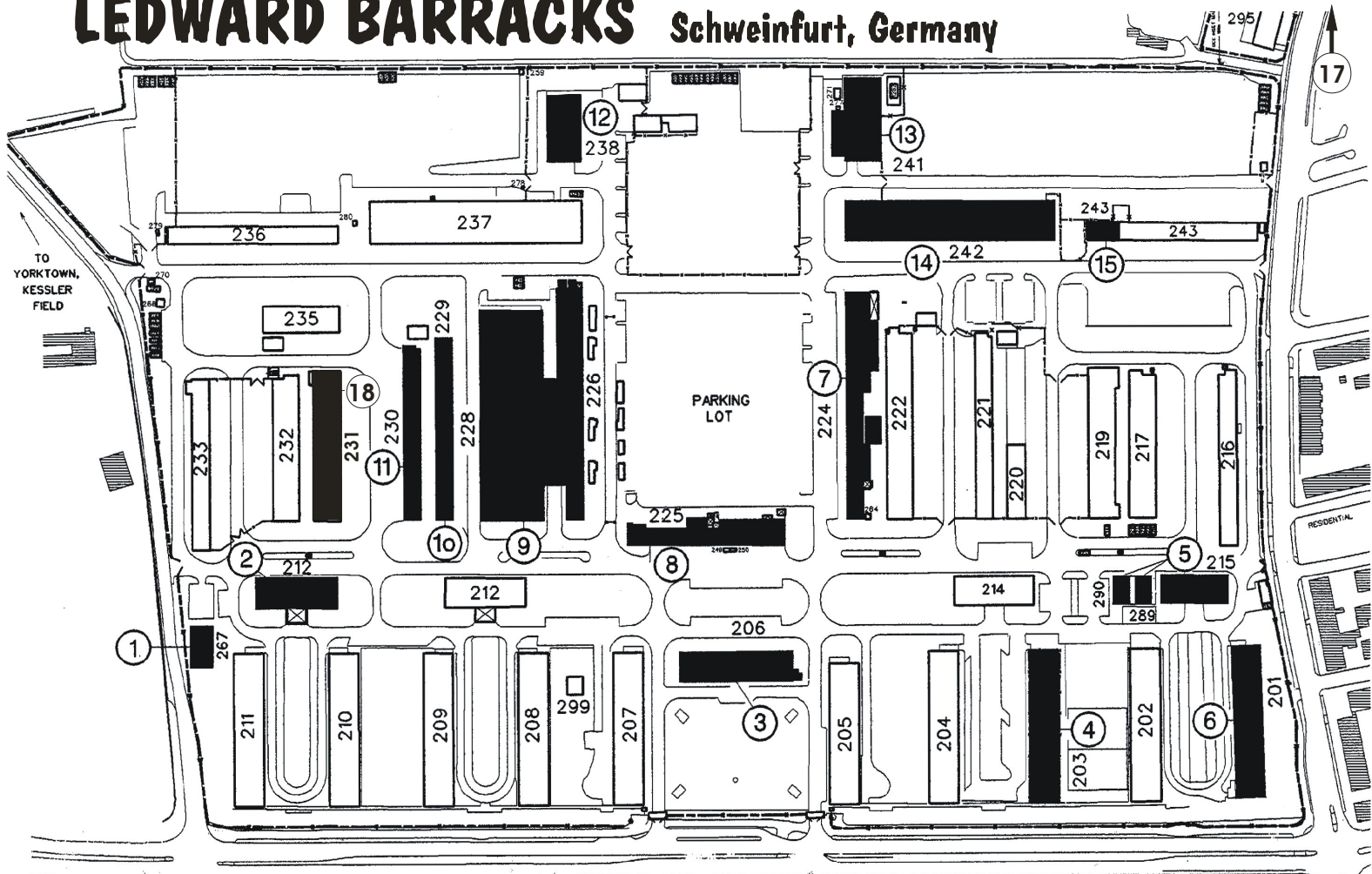
<http://acpol.army.mil> (Army’s employment website.)

<http://www.schweinfurt.de> (Schweinfurt city’s website, click “Interaktiver Stadtplan” for the city street map.)

<http://www.schweinfurter-land.com> (Schweinfurt Regional website with information on museums, recreation, bike trails, camping, etc. Mostly in German, but you will find an English summary if you click on “Die Region”.)

<http://www.germany-tourism.de> (The German National Tourist Board official English language website, with links to travel and recreation attractions all across the country.)

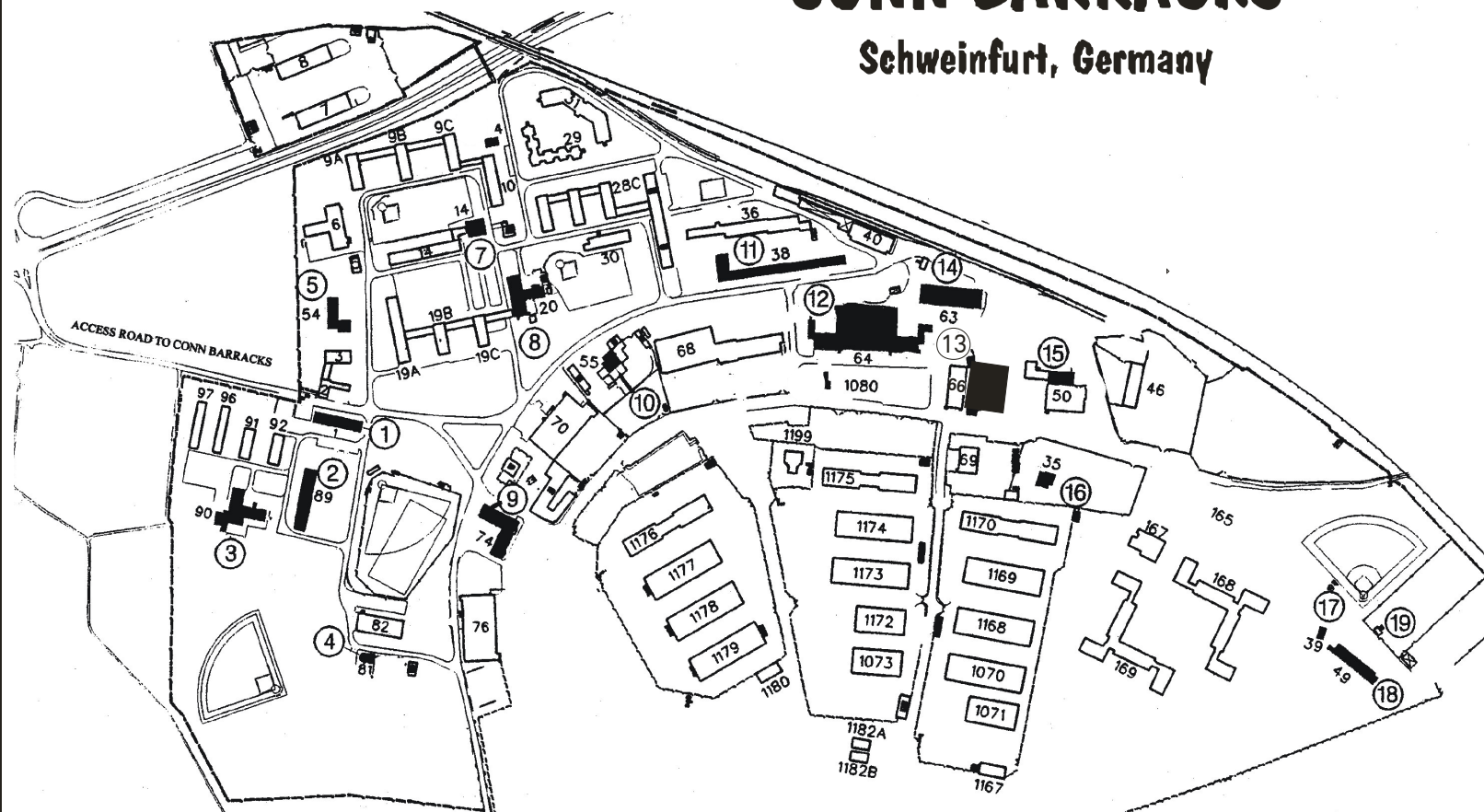
LEDWARD BARRACKS Schweinfurt, Germany



- | | | |
|----------------------------------|--|--|
| 1. Driver's Testing | 7. AFCU, Navigant/SATO Travel, CYS Central Registration, | 12. Movie Theater |
| 2. Dining Facility | USO, The COMMONS, Rohr Café, Eddie's, | 13. Youth Services Gym, Teen Center |
| 3. Robertson Hall: BSB HQ, | Flower Shop, Trophy Shop | 14. Army Community Service Center, Chapel, |
| COC, Red Cross, Tax Relief | 8. Shoppette, Video Rental, Book Store, Express Photo, | Education Center, Library, Wood 'n Frame |
| 4. Craft Studio | TKS Communications Center | 15. 24-hour Laundrette |
| 5. Central Processing, Finance, | 9. Bank, Barber/Beauty Shop, Food Court, Main PX, Car Rental | 16. Abrams Entertainment Center, CPAC |
| ID Cards, ACAP | 10. Post Office, Service Mart, PXtra (Furniture Store/Toyland) | 17. MPs, Housing, Self-Help |
| 6. Dental Clinic, Health Clinic, | 11. Community Mail Room (CMR), Yellow Ribbon Room | 18. Thrift Shop, Cav Connection |
| Social Work Services | | |

CONN BARRACKS

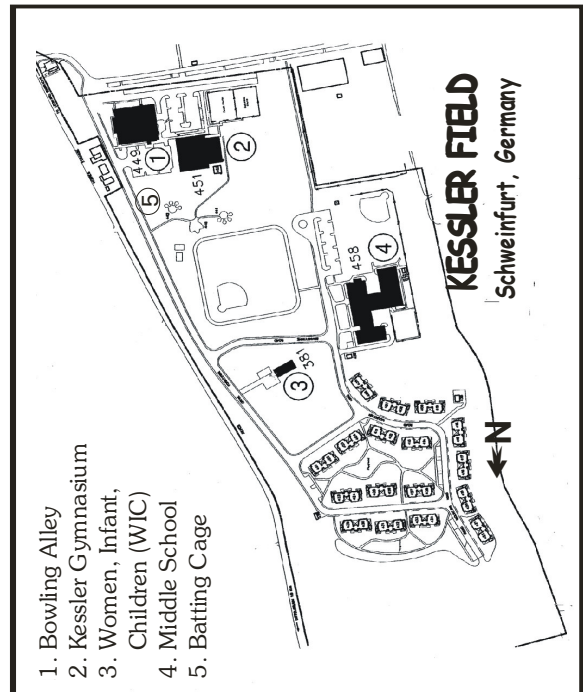
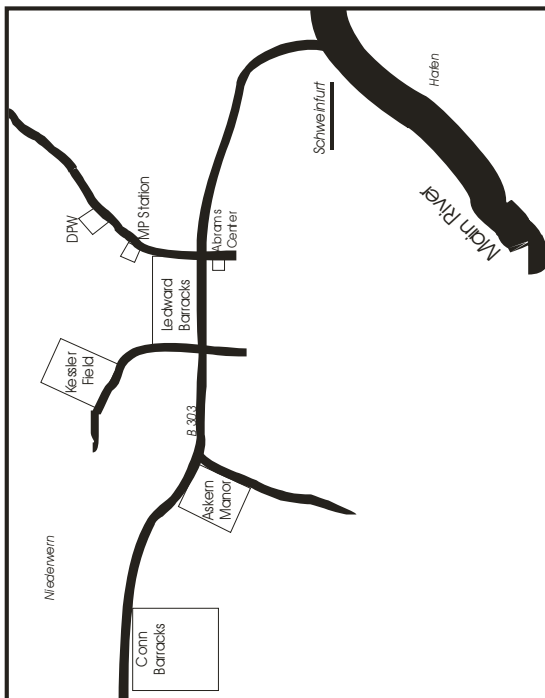
Schweinfurt, Germany



1. BDE HQ, Staff Judge Advocate
2. Bradley Inn
3. Conn Community Club
4. Veterinary Treatment Facility
5. Transportation: Movement Branch
7. Conn Chapel

8. Education Center
9. Fire Department
10. Post Office
11. Community Mail Room
12. Burger King, Community Bank, Finney
Fitness & Leisure Center, Country
Kitchen, Pick-Up Point, Vehicle
Registration

13. 24-Hour Shoppette, Popeye's
14. Furniture Warehouse
15. Outdoor Recreation
16. POV Shipment/Reveiving
17. AAFES Car Wash
18. Auto Craft Shop
19. Auto Strip Lot



A Brief History of Schweinfurt

- 791- First document to mention of the name "Schweinfurt".
- 1200s- City moves from the "old town" (near Leopoldina) to its current location.
- 1234 - First mention of Schweinfurt as an Imperial Free City.
- 1240/50- First city destruction, in the war between the Count von Henneberg and the prince bishop of Würzburg.
- 1397- King Wenzel grants the city favorable control over use of the Main River.
- 1542 - Conversion of Schweinfurt to Protestantism.
- 1554 - Second city destruction in the Markgräfler War.
- 1572 - The Rathaus (city hall) is constructed under guidance of Nikolaus Hofmann.
- 1625/50 - Repeated occupations of Schweinfurt in the 30 Years War by Swedish and Imperial troops.
- 1788 - Friedrich Rueckert born in Schweinfurt (German writer and poet).
- 1802 - Loss of Imperial Free City status when Napoleon conquers Europe.
- 1814 - Upholsterers in Schweinfurt invent "Schweinfurter green" dye.
- 1852 - Schweinfurt connected to the railway.
- 1853 - Invention of the peddle bicycle by Philipp M. Fischer in Schweinfurt.
- 1883 - The invention of the ball grinding machine by Friedrich Fischer starts the ball bearing industry.
- 1936 - Inauguration of the Willy Sachs stadium.
- 1943-45 - Third destruction of the city by bombing raids during World War II.
- 1945 - US Troops occupy Ledward and Conn Barracks, former German military posts.
- 1946 - The first free municipal elections are held since 1933.
- 1951- Bergl is added to the city.
- 1966 - Opening of the city theatre.
- 1967 - Construction begins in Haardt.
- 1970 - Deutschhof is added to the city.
- 1975- Creation of the pedestrian zone.
- 1981 - Opening of Leopoldina Hospital.
- 1984 - Land development starts in Eselshöhe.
- 1988 - Development of the green belt and Philosopher's Way with extensive repairs to the historic city monuments.
- 1991 - 1200th anniversary of the city; opening of the Library Otto Schäfer.
- 2000 - Opening of the Museum George Schäfer.
- 2001 - Construction of the conference center on Main Island.

Newcomer Orientation

SCHWEINFURT NEWCOMER AWARENESS PROGRAM FOR SPOUSES (SNAPS)

SNAPS is a Relocation Readiness Program designed to orient family members to the Schweinfurt Community. SNAPS is usually offered the first full week of every month. Confirm the dates when you register as well as the location of the first day meeting. Family members have the option to attend the entire week at once or over a period of months. If spread out over a number of months, call the Army Community Service Center (ACSC) to register each month.

PROGRAM INCLUDES:

DAY 1 0900 - 1415 Welcome and briefings from various community agencies.

DAY 2 0900 - 1300 An introduction to German Language and Culture as well as additional community briefings.

DAY 3 0900 -1300 Bus tour of the outer perimeter of Schweinfurt with a continuation of German language and culture.

DAY 4 0845 - 1300 Learn to use the Schweinfurt bus system as you go to downtown Schweinfurt for a walking tour of the central city pedestrian zone, shopping district and historic landmarks. Bring euros for a snack.

DAY 5 0830 - 1630 Train tour to Würzburg or Bamberg. Bring euros for lunch.

Make reservations at:

Army Community Service Center, Ledward Barracks, Bldg.242

DSN 354-6751 or CIV 09721-96-6751

Free childcare is available. Children must be registered with CYS, 09721-96-6517.

GIVING UNDERSTANDING TO TEENS IN SCHWEINFURT (G.U.T.S.)

G.U.T.S. is a quarterly Schweinfurt orientation session for teenagers.

In just one day, you'll learn how to get around and get along in your new community.

- Learn some useful German words and phrases.
- Find out how to deal with euros.
- Hear about places to go on base: the sports fields, movie theater, teen center, library and computer lab.
- Have lunch and walk around downtown Schweinfurt.
- Get info on the city buses.
- Learn how NOT to be a geeky tourist!

GUTS is a pre-approved school absence. You must pre-register at ACSC.

Call the Schweinfurt Army Community Service Center (ACSC) for more information.

DSN 354-6751/6933 CIV 09721-96-6751/6933, Ledward Barracks, Bldg. 242



ACSC Relocation Readiness Program



The Army Community Service Center (ACSC) Relocation Readiness Program offers the following classes to assist with PCS (Permanent Change of Station) issues:

Sponsorship Training

This one-hour class teaches the basics of how to be a great sponsor. Learn how to make a positive first impression on newly arrived fellow soldiers and families.

Youth Sponsorship Training

Help youth cope with the change to a brand new community and a new school and learn what programs are available. Youth are connected with a peer sponsor.

Civilian Sponsorship Training

Sponsorship is more than sharing information. Sponsors make lasting impressions. First impressions not only affect how new personnel view their assignments, but they also smooth the transition into their new “home” community.

Smooth Move Seminar

Learn the financial benefits, military entitlements, helpful websites, timetable, checklist, employment opportunities, housing, tips for moving day, and more. The Smooth Move Seminar can pave the way for an easier transition as you depart USAG Schweinfurt.

English as a Second Language

How’s your English? Come to this class if you need to learn or improve your English reading, writing, conversation and comprehension skills.

German for Beginners

In this 12 session class, you’ll learn the basics of speaking and reading German. Learning the language will help you connect with the local culture and enhance your experience when you’re out and about exploring Germany.

Schweinfurt Newcomers’ Awareness Program for Spouses (SNAPS) Giving Understanding to Teens in Schweinfurt (GUTS)

See above.

Standard Installation Topic Exchange Service (SITES)

A SITES booklet containing information on resources, locations and points of contact (POC) that you will need at your next duty station can be printed for you at ACSC. This information can also be accessed online at <https://www.dmdc.osd.mil/appj/sites/index.jsp>.

Loan Closet

The ACSC Loan Closet will provide you with basic household items for up to 60 days while you wait for your household goods arrive. KITS of basic kitchen cooking and eating utensils are available for families of 2, 4, or 6 members. Optional items include basic 220 volt appliances (toaster, coffee maker, iron), high chairs, infant seats, playpens, strollers, ironing boards and additional baking and cooking dishes.

To check out Loan Closet items, you must bring a copy of your orders dated within 60 Days of your PCS/ETS date. You also must have your own transportation to take the items with you at the time you check them out. The loan closet does NOT carry linens.

Stop in at ACSC for a complete list of available items and the checkout and return policy.

ARMY COMMUNITY SERVICE CENTER

Relocation Readiness Program

Bldg 242, Ledward Barracks

DSN 354-7060/6751

CIV 09721-96-7060/6751

OPEN: M-T-W & FRI 0800-1700 and Thursdays 1000-1700



Shuttle Buses

TRANSPORTATION MOTOR POOL (TMP) SCHWEINFURT

TMP runs shuttle busses between Ledward, Conn, and Askren Manor, as well as to outlying communities with leased housing sites (Sennfeld, Hambach, Eselshöhe, etc), the Bad Kissingen housing area, and the Army hospital in Würzburg.

The current schedule is posted at the bus stops, or is available from the TMP office or at the ACS office.

German Phone System

Phone and internet service for your home are available from T-Com (Deutsche Telecom, English speaking toll free 0800-3301080), or TKS (office on Ledward Barracks Bldg 225). High speed DSL and ISDN lines are available.

Cell phones service is available from the above vendors, as well as Vodafone and O2 (offices in downtown Schweinfurt). Cell phones can also be purchased from electronics and other stores in Schweinfurt.

As in the States, rates and special offers vary almost weekly. Shop around for the best price on the package of services that meets your needs.

Types of Phones

Your American phone will work with an adapter which you can purchase at the PX. This **does not** apply to the American cordless phones! (See the wireless warning below). You could also rent a phone from Deutsche Telekom or buy a new phone at the PX, Thrift Shop or at a German electronics store.

Bells & Whistles

Standard house lines have many options available. Call waiting, call forwarding, conference call capability, voice mail and other features. You can also have your phone set so it can only be used with a PIN number (advisable for soldiers living on base).

High speed internet connections through DSL or ISDN lines are available in most areas. An ISDN line will also allow you to have multiple phone numbers coming into your house (such as for a separate fax number).

Fees

You will be charged an installation fee. You can purchase a phone from your phone company, at the PX or at a German electronics store.

If you have an account at the Community Bank or Credit Union, you can set up an automatic payment of your phone bill. Remember that when you end your German phone service, you must notify your phone company in writing or you will continue to be billed.

There are no free phone calls in Germany. All calls, local and long distance, are charged by the minute or unit. Rates are different for days, evenings and weekends. You can also get special deals for lower cost calls to the US.

You can get cell phone service for a flat monthly fee for a certain number of minutes, or on a strictly per minute charge.

German Toll-Free Numbers & Pay-Per-Minute Numbers

Phone numbers that start with the prefix 0130 or 0800 are toll free numbers in Germany. American toll free numbers, 1-800, will not be free if called from outside the United States. **WARNING!!!** Beware of calling phone numbers that start with "0190". Similar to 1-900 numbers in the States, these calls can cost you between €1.50 – €36.00 per minute!!!

Phone Bills

Deutsche Telekom (other companies may have a slightly different process) will send you an information letter to your **civilian address**. The letter will provide you with your phone number, the day when your phone will be turned on and the monthly charge. The **first bill** (which will include an installation fee) will arrive approximately 6-8 weeks after your phone is hooked up. **Please note all bills and correspondence from Deutsche Telekom are in German.** Come to ACS if you need help with these.

How to Pay the Phone Bill

After receiving your first phone bill, you will receive a new bill every 4 weeks. Your payment **MUST** be received by Deutsche Telekom within ten working days of the date on your billing statement. Your bill can be paid:

1. In person at the Community Bank with Euro or dollars for a service fee of \$1. Keep in mind that it may take a minimum of five days for the bank to transfer the money to Deutsche Telekom.
2. If you have an account with Community Bank or Andrews Federal Credit Union you can arrange for your phone bill be automatically debited each month.
3. In person at the Main Deutsche Post Office by the Hauptbahnhof (main train station).

You must have the original phone bill with you when you make a payment. The payment must state your customer number... which is not the same as your phone number. If you are paying late, you can fax your receipt to 0971-8813649 to ensure your phone is not cut-off. If you have questions about your phone bill, please call the toll free Deutsche Telekom English Hotline at 0800-3301080.

What Happens When You Don't Pay

If you **do not** pay your phone bill within the time limit, you will receive a first reminder. After ten days of non-payment from the date of the first reminder, Deutsche Telekom will put a *half block* on your phone line. This means you can not make outgoing calls but incoming calls can still be received. This half block will remain for ten working days. If you pay your **entire** bill within that time limit, the phone will be turned on again. If you have not paid your bill **in full**, (partial payments are not enough to turn the phone back on) they will completely disconnect your phone.

Other Phone Information

- Local phone numbers may be from 2 to 10 digits long, and city codes are 3 or 4 digits long. For example, Schweinfurt's code is 9721, Würzburg's is 931.
- To call a number within Germany: 0+city code + local number.
- To call Germany from the US: 011-49-city code- local number (no 0 with the city code).
- To call the US from Germany: 001-area code-local number.
- Cell phones in Europe work on two different sets of radio frequencies, known as D1 and D2. It is usually cheaper to call a phone number in the same system as your phone than the other system. Both systems use different radio frequencies than cell phones in the US, so unless you brought a multi-system phone from the states, it won't work in Germany.
- Some pay phones will take coins or credit/debit cards, but most require a prepaid phone card.
- The DSN phone system on-post is completely separate from the German system and functions like the US phone system.
- Using a cell phone while driving is illegal.

WARNING!!! It is illegal to own, operate, or sell cordless transmission equipment brought from the United States. Use of this equipment is illegal in Germany because radio frequency bands are used differently in Europe than in the States. Use of these transmitters may interfere with air traffic control, private business, radar, security and television. The penalty can be imprisonment up to 20 years or a fine up to €5,000.

Driving in Germany

GETTING A DRIVER'S LICENSE

Driving rules and signs are different in Germany, and they are strictly enforced. To be allowed to drive your POV (privately owned vehicle) in Germany, all US military personnel, civilians and family members must have a valid US state license, attend the drivers' orientation class "Driving In Europe" and pass the required tests. A study guide of German traffic rules and road signs can be borrowed from the Driver's Testing Station before you take the class. A little study ahead of time will help ensure you can pass the test on the first try.

Upon completion of the "Driving In Europe" class, applicants must take and pass the following tests:

- a. International Road Signs (must identify 45 signs correctly out of 50)
- b. Written Test (must get 90 questions correct out of 100)
- c. Eye Test

- You must have a valid state POV license with you. (Military personnel may NOT use CONUS-License, OF 346.)
- Complete the Application for a USAREUR drivers License (form AE Form 190-IT.)
- Pay a licensing fee of \$10.00, by check or money order (NO CASH PLEASE!!)

ORIENTATION CLASS

Mon, Tue, Wed, Thur..... 0900 - 1200
(Registration 0830-0900)

POV TESTING

Mon, Tue, Wed, Thur..... 1300
(Registration 12:30-13:00)

MOTORCYCLES

A special class and test is required to be licensed to ride a motorcycle in Germany. These are offered monthly, by appointment only.

For further information on these procedures, contact the
Drivers Testing Station, Ledward Building 267,
DSN 354-6761/6562 or CIV 09721-96-6761/6562;
FAX DSN 354-6524 or CIV 09721-96-6524.
Closed on American Holidays



VEHICLE INFORMATION

Buying a New Vehicle

American made model cars are for sale from AAFES representatives on Ledward Barracks. European model cars can be purchased in and around Schweinfurt from a local dealer, minus the 16 % value added tax normally included in the price (if the dealer accepts the value-added tax, VAT, form.) If you plan to take the car back to the States, make sure that you buy a car with American specifications. Conversion is extremely expensive. Check with the dealer to see if they will ship the vehicle back to the States (either as part of the purchase package or at your own expense.)

Buying a Used Vehicle

Buying a used vehicle is a definite alternative. Second-hand cars (often third- or fourth hand) are usually plentiful and inexpensive. However, you must be prepared to spend some time and/or extra money on them. It is recommended you buy a used car that the owner guarantees will pass inspection. Again, be sure the car has American specs if you plan to take it back to the States. A used vehicle can be purchased through:

- The Lemon Lot located on Conn Barracks
- “Stars & Stripes” classified ads
- “The Point” classified ads
- Advertisements on bulletin boards throughout the community
- A German car dealer

Auto Insurance

You will most likely pay more for auto insurance in Germany than in the US. There are only a few American companies that can insure you overseas. We recommend you request free auto insurance quotes prior to purchasing a vehicle.

Parking

Surface parking lot or parking structure (“PARKHAUS”):

Pull the ticket from the machine to open the arm so you can drive into the parking lot. Bring the ticket with you when leaving your car, because you will pay for parking before you go back to your car to leave. Pay at the “Kasse”, an automated pay machine. Put your ticket in the indicated slot, and the machine will show how much you owe. Put coins or bills in the proper slot, and your ticket and any change will be returned to you. Then go to your car and drive to the exit. Put your validated ticket in the machine and the arm will raise, allowing you to drive out. You will have about 10 minutes to exit the parking area after you pay.

NOTE: A sign indicating “FREI” (free) means parking spots are available, NOT that there is no charge for parking.

On the street:

Here you pay as soon as you park. Signs along the curb will indicate what hours parking is pay or free. Look for a “Parkschein Automat”, spaced every hundred meters or so along the street. This is where you pay for parking. Put coins into the machine, which will indicate the amount of time you’ve purchased, and push the green button to get a ticket. The ticket will show the time your parking expires. Put the ticket on the dashboard of your car so it’s visible through the windshield. In Schweinfurt, most street parking costs € 0.50 per half hour.

Signs also indicate how and where to park legally in no-charge areas. In some cases, parking half on and half off the street is legal. If a parking area is marked with a rectangular blue “P” followed by a time (for example, “2 Std” meaning 2 hours) parking is free, but limited to that duration. To park in one of these areas, you’ll need a blue parking time indicator for your dashboard (available at gas stations on and off post for a dollar or two). Set the time indicator to the time you leave your car. On some streets, parking is reserved for local residents.

Child Seats

German law requires that all children under 12 years of age, under 4’11” tall, and weighing less than 80 pounds MUST use an approved child seat or booster seat. Newborns up to 3 years of age, weighing up to 40 pounds, must use a full car seat. **Children under 10 are not allowed to ride in the front seat.**

Purchasing Gasoline

Tax-free gasoline for DOD personnel assigned overseas is a rationed item in Germany. You are allowed a certain number of liters per month depending on your vehicle’s engine size. Prices fluctuate with the dollar and euro rate. You can buy discounted gas at the AFFES station on Conn (or on other installations across Germany). To buy tax-free gas off post, service members and their families may purchase Petroleum, Oil, Liquid (POL) coupons at AAFES gas stations, Shopette, or PX. You must have your car registration with you at the time of purchase. These gas coupons can be exchanged for gas at most ESSO and BP gas stations along the autobahn. It is recommended that you ask the gas station attendant if they accept the gas coupons before filling up. Remember that you are exchanging coupons for liters, so only fill your tank to an amount that you have an exact coupon count for. You will not get change or credit for partial liters, and you will pay the full German price for any amount over your coupon total.

If you rent a car, take the rental agreement to Building 206, Community Operations Center, to obtain a POL Coupon Authorization Letter. You will need this letter to purchase POL coupons and/or gasoline on post for a rental car.

Tire Speed Ratings

If you have shipped a car from the states, check the speed rating of the tires on your car. Many American tires are only rated for about 75 mph (120 km). Driving faster than the speed rating of your tires can put you in danger of a high-speed blowout on the autobahn.

Car Maintenance

All cars, new or used, whether shipped from the US or purchased in Germany, must pass a very rigid and thorough inspection every year before they can be registered to operate. Malfunctioning parts, excessive rust and low tire tread will not be tolerated.

You can perform your own repairs and maintenance at the Auto Skills Center and Auto Strip Lot on Conn Barracks. Repairs can also be made through the AAFES garage in Würzburg or local German auto craft shops and dealers. Many German repair shops will accept the VAT form. Ask before you agree to have the repair work done.

Some parts for US built cars can be obtained through AAFES.

German Driving Rule Reminders:

- All vehicle occupants must wear seat belts at all times when driving.
- Children may not be left unattended in a parked car, on or off post.
- Use of a cell phone by the driver is prohibited unless the car is parked with the motor off.
- Speed limits (unless otherwise posted): on post 30 km (18 mph), city streets 50 km (32 mph), 2 lane highways 100 km (62 mph), autobahn (recommended) 130 km (78 mph).
- Stop to give pedestrians the right-of-way in all marked crossing zones.
- Bicycles and farm vehicles have the same right-of-way rights and responsibilities as cars.
- Excessively loud car stereos are prohibited and you could be ticketed.
- Turn off the motor if parked for over 30 seconds.

WINTER DRIVING

Stay alert

Slow down

Stay in control

These are the three key elements to safe winter driving. Drive according to current road and weather conditions. Keep a safe distance between you and the vehicle in front of you. Avoid situations where you may have to brake on a slippery surface. In this part of Germany, ice and fog are more likely to be a problem in the winter than snow.



Snowy Roads

Snow on a road may be hard-packed and slippery as ice. It can also be rutted, and full of hard tracks and gullies. Or, it can be smooth and soft. Wet snow can make for slushy roads. Heavy snow can build up in the wheel wells of your vehicle, and can affect the steering. Look ahead and adjust your driving to the road and weather conditions. Slow down. Sudden turns of the steering wheel, sudden braking or sudden acceleration can cause a skid.

Winter Tires

German law requires all vehicles to have winter tires when driving in snow and ice conditions (roughly November through March in Schweinfurt). All-season tires on American cars will usually meet this requirement. All-season tires are rare in Germany, and if you purchase a German car, it may come with a second set of winter tires.

Spinning your Wheels

Accelerate slowly on snow and ice. If the wheels start to spin, your first instinct is to stomp on the gas to keep accelerating, but this will cause your car to skid. Instead, take your foot off the gas and accelerate even slower, keeping traction as much as possible.

Braking

Avoid situations where you may have to brake suddenly on a slippery surface. Increase the following distance behind the car in front of you on icy roads. Anti-lock brakes will keep your car from skidding out of control on ice, but they will NOT reduce the distance needed to come to a stop. Consider taking an advanced driving course that teaches emergency driving skills.

Skidding

In a skid it's important to regain control of your vehicle especially if it skids sideways. To do this, take your foot off the brake, step on the clutch or shift to neutral, then look where you want your vehicle to go and try to steer it in that direction.

Ice

Be careful when approaching shaded areas, bridges, and overpasses, as these sections of road freeze much sooner in cold weather and stay frozen long after the sun has risen. Watch out for "black ice" – a road surface that appears black and shiny - where your vehicle can lose traction suddenly. Slow down, keep your foot off the brake and be ready to shift to neutral or step on the clutch as your vehicle crosses these areas. Remember that 4-wheel drive will help you get through deep snow, but gives you no additional traction on ice or control if you go into a skid.

Winter Road Reports

The Army updates Road conditions at 0530 every morning. They are available by phone at 354-6213, broadcast hourly on AFN Radio, and on the internet at <http://g3operations.hqusareur.army.mil/AsgConditions.asp>.

Road conditions are also posted at every gate:

Green – Roads are clear.

Amber – Some snow or ice, drive with caution.

Red – Dangerous driving conditions, heavy snow, avoid driving when possible.

Black – Driving prohibited.

Autobahn conditions in Bavaria are available on line at: http://www.bayerninfo.de/verkehr/h_verkeh_e.html.

Using the Schweinfurt Bus System

Schweinfurt city buses are green (except those painted for special advertising). City bus stops are marked by circular signs with a green H. Most stops have a covered shelter and a posted bus schedule.

All bus routes go to and from the “Rossmarkt”, the central bus plaza in downtown Schweinfurt. Buses heading into town will have “Rossmarkt” on the electronic sign on the front of the bus. Buses heading away from town will have other destinations on the sign. If you look at a schedule in any bus stop, you will also see “Rossmarkt” as the final stop on the line.

There are two routes that go near Ledward Barracks. If you don’t live along one of these routes, you will need to take a bus to “Rossmarkt” and transfer.

The bus stops at the “Rossmarkt” are indicated by letters. The two bus routes running from “Rossmarkt” to Ledward depart from stop “L” and “E”. The buses departing from stop “L” will go past the Volksfestplatz and buses from stop “E” will go to Mozartstrasse. You can see Ledward Barracks from both of these bus stops when you leave the bus. The Volksfestplatz stop is also close to Askren Manor.

Enter through the front and pay the driver as you get on the bus. Tickets within the city limits are €1.20 per adult and €0.70 for children between the ages of 6 and 14 per ride. Longer trips cost more. Tell the driver the name of the bus stop where you want to get off, and you will be charged the proper amount. If you have a baby carriage with you, enter through the rear and park the carriage at the designated area before going to the front to pay the driver.

There are no round trip tickets, but if you use the bus often, there are some ways to save money. A ticket with 8 rides costs €6.20 for adults or €3.20 for children. Ask for “eine Achtfahrtenschein”. You can also get a ticket good for a complete week, “eine Wochenkarte”, for €6.70. This card is valid from Monday at noon until the following Monday at noon. Make sure you don’t lose your ticket. If you are caught on the bus without a ticket, the fine is €30.

When seated on the bus, you’ll see the name of the upcoming stop on the electronic sign above the driver’s seat. As soon as your stop’s name appears on the display (such as Volksfestplatz or Mozartstrasse) push one of the buttons on the upright poles in the bus to signal the driver that you want to get off. If you don’t signal the driver and nobody’s waiting at the bus stop, the driver won’t stop the bus.



TRAVEL



Using the Train

Train travel is safe, clean and often faster than driving, without the worries of a “Stau” on the Autobahn. DB (Deutsche Bahn, or German Rail) often has special discounts on certain routes or special family rates, just like airlines offer. You can buy train tickets at SATO Travel (Ledward Barracks, Bldg 224), at any train station ticket window, or on-line at www.db.de. If you use the website (select the English version) you’ll pay for your tickets by credit card and print out your train schedule. You will need to show your credit card with your printout to the conductor on the train.

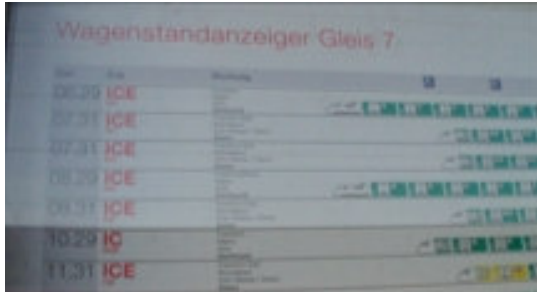
Reserving a seat costs an extra 3 Euros per ticket, but will guarantee you a seat if the train is crowded. Otherwise, you may be sitting on your suitcase in the aisle. (You can’t always reserve seats on local trains). On your seat reservation card, you will see your train number (Zug), seat number (Platz) and the car (Wagen). Check the diagram on the train platform to find the order of the cars on your train



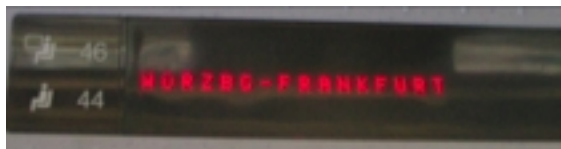
Train Travel Tips

- Be ready when the train comes into a station. It will only stop 1 to 2 minutes (unless it’s the start or end of a run). It’s more important to get on the train than get into the correct car, although it’s much easier to move from car to car on the platform than inside the train.
- Yellow Departure and White Arrival timetables are posted at all train stations. Trains are listed by time. Read across to find the train number, track, and cities on the route.

- Train information will be on signs on each platform. The number and end destination of the train will also be on each car by the door, either by printed or electronic sign. Be aware that sometimes not all the cars on a train go to the final destination.
- First Class and Second Class cars are indicated by a “1” or “2” on the cars. Most people travel 2nd class (like coach on airplanes).
- Pack light. You must carry everything yourself, up steps into the train and down narrow aisles to your seat. You will also need to carry your luggage up and down crowded stairways in the train stations. On the train, luggage goes in overhead racks or under your seat. Especially large suitcases can be left at the end of the aisle in each car.
- If your travel calls for changing trains, be prepared. Again, the train will only stop for a minute when it’s in the station. Passengers will be at the door well before the train reaches the station. After leaving the train, take the stairs under or over the tracks to change platforms. You may only have 5 minutes to change platforms. The platform numbers will be printed on your ticket.



A train car position diagram. Find your train by departure time (Zeit) and train number (Zug). The pictures will show the car numbers in the order they will be on the train. The capital letters (A,B,C, etc) match up with large letters above the train platform showing about where the cars will be positioned when the train stops.



Seat reservations are shown by electronic signs over the seats (in newer cars) or by printed tags on the windows. In the example above, seat 44, the aisle seat, is reserved from Würzburg to Frankfurt. Below, the window seat is reserved from Bonn to Garmisch-Partin.



On each platform, signs will indicate the next train, showing departure time, destination city, intermediate destinations, and what platform you are on. In this case, you’re at Track 7a. The train departs at 7:31 for Aschaffenburg. Other cities on the route are in small type, and the final destination is Essen. If there is a delay, the sign will show “X minuten später” (X minutes later). If there is a change of platform, it will be announced over the PA, which is very hard to understand even when you know some German. You can always ask a DB employee.

TRAIN TRAVEL TERMS

Bahnhof - train station
Hbf- Hauptbahnhof - main train station
Fernbahnhof - long distance train station
ReiseZentrum - Travel Center
Gleis – Track, platform
Zug - Train
DB - Deutsche Bahn - German Rail
Abfahrt - Departure
Ankunft - Arrival
ICE - Inter City Express

IC - Inter City
RE - Regional Express
Platz - seat
Wagen - train car
Zeit - time
Richtung - direction (of travel)
Eingang - entrance
Ausgang - exit
Notausgang - emergency exit

Air Travel

For longer distances, it is usually cheaper to travel between major cities in Europe by air. A number of low-cost airlines have sprung up in the past decade, at times offering surprisingly low rates. If you keep an eye out for special offers, you can fly between major cities for as little as €25. Remember that there will be additional airport fees and taxes added onto the “amazing low price”. As discount carriers, they offer bare bones service: no meals, no seat reservations, and strict limits on luggage. Generally, you can only make reservations on-line. Some discount airlines you may want to check out are

www.easyjet.com

www.ryanair.com

www.germanwings.com

www.hlx.com

Traditional major European airlines include Lufthansa, British Airways, KLM, Air Italia, and Air France. Due to competition from the discount carriers, they also offer special deals from time to time.

AIRPORTS

The two airports closest to Schweinfurt are at Frankfurt and Nürnberg. The Frankfurt Airport (Flughafen) is the second largest airport in Europe, with hundreds of airlines connecting to literally every part of the world. It's about 2 hours away by car or train. It has its own train station, which makes this an attractive alternative to driving (avoiding autobahn traffic and airport parking fees).

Nürnberg is a smaller airport than Frankfurt, so it's less crowded and easier to navigate with your luggage. It's about an hour away from Schweinfurt by autobahn. However, there are a limited number of airlines that fly from Nürnberg and most flights take you first to another major hub to change planes (such as Amsterdam, London or even Frankfurt.)

Frankfurt Hahn is a smaller airport used by some discount airlines. It is about 3 hours drive from Schweinfurt. There is also a shuttle bus available from the main Frankfurt train station.

Tipping

In Germany, a 15% gratuity is automatically included in all restaurant checks. It may or may not show up on the bill, but it is always there. The local custom is to round the total up to the next Euro when you pay the bill, for example, €11.40 you'd pay €12.00, but you are under no obligation to do so and will not be looked down upon if you pay the exact amount. Do not leave the tip on the table.

Note: The waiter/waitress will not bring the bill until you request it. Pay the waiter/waitress at your table when they bring the bill. See the ACSC guide “Dining Out in Germany” for more information.

Other countries have different expectations, so be aware of that when you travel outside of Germany. Austria works the same as Germany. France, Italy, Switzerland and Belgium expect 15% to be added when you pay the bill. In Poland, add 10 to 15%.

Euros

Most countries of the European Union (EU) have switched to the Euro (€). This makes travel between countries much easier than it was just a few years ago. You don't have to worry about changing money at every border (for that matter, the EU has eliminated passport checks at most borders). It also means you don't have to pay extra fees every time to change money.

There are some exceptions: Switzerland (Swiss Francs), Great Britain (Pounds), Poland (Zlotie), Sweden (Kroner), Denmark (Kroner) and Czech (Kronen).

One Euro is divided into 100 cents. There are 1, 2, 5, 10, 20 and 50 cent coins, 1 and 2 Euro coins, and 5, 10, 20, 50, 100, 200, and 500 Euro bills.

All transactions for goods and services on US military bases are in US Dollars. Banks on-post offer conversion between many types of currency. Cash machines on-post give you the choice of US Dollars or Euros. Most American credit and debit cards will work at off-post cash machines ("Geldautomat" in Germany, "Bankomat" in other countries) to get Euros.

Conversion Charts

Centigrade to Fahrenheit

0	32
10	50
20	68
30	86
40	104
50	122
60	140
70	158
80	176

Fahrenheit to Centigrade

100	38
125	52
150	66
175	79
200	93
212	100
225	107
250	121
275	135

Oven Temperature Conversions

Celsius Fahrenheit

120	250
135	275
150	300
160	325
180	350
190	375
200	400
220	425
230	450

General Measurements

1	Centimeter	0.3937	Inch
2.54	Centimeters	1	Inch
1	Meter	3.280	Feet
1	Meter	1.094	Yards
1	Kilometer	1.61	Miles
1	Gram	0.035	Ounce
500	Grams	1.1	Pounds
1	Kilogram	2.2	Pounds

Liquid Measure

.473	Liters	1	Pint
.946	Liters	1	Quart
29.573	Milliliters	1	Ounce
3.785	Liters	1	Gallon

Dry Measure

0.551	Liters	1	Pint
1.101	Liters	1	Quart
8.810	Liters	1	Peck
35.239	Liters	1	Bushel

Distance/Speed

Miles	Kilometers
10	16
20	32
30	48
32	50
40	64
50	80

Miles	Kilometers
60	95
63	100
70	115
75	120
80	128
90	145
100	160

European Laundry Symbols



1



2



3



4

Symbol 1 means the article may be dry-cleaned. If the circle contains an X, the article may not be dry-cleaned.

Symbol 2 means the article may be washed. If the symbol contains numbers, they indicate the degrees Celsius of the wash water. If the symbol contains a hand or an x, the article may be hand washed only.

Symbol 3 means the article may be ironed. If the symbol contains an X, the article may not be ironed.

Symbol 4 means the article may be bleached. If the symbol contains an X, the article may not be bleached.

WOMEN'S SIZES

Blouses, dresses, coats

US	GE
6/28	34
8/30	36
10/32	38
12/34	40
14/36	42
16/38	44
18/40	46
20/42	48

Socks

US	GE
8	0
8 ½	1
9	2
9 ½	3
10	4
10 ½	6

Bras

US	GE
30	65
32	70
34	75
36	80
38	85
40	90
42	95

Underwear

US	GE
XS	60
S	65
M	70
L	75
XL	80
XXL	85

Shoes

US	GE
4	35
4 ½	35 ½
5	36
5 ½	36 ½
6	37
6 ½	37 1/2
7	38
7 ½	38 ½
8	39
8	39 1/2
9	40
9 ½	40 ½
10	41

CHILDREN'S SIZES

Infants

US	GE
Newborn	56
3 Months	62
6 Months	68
9 Months	74
12 Months	80
18 Months	86
2 Toddler	94
3 Toddler	98
4 Toddler	104

Children

US	GE
2	92
3	98
4	104
5	110
6	116
7	122
8	128
9	134
10	140
11	146
12	152
13	158
14	164
15	170
16	176

Shoes

US	GE
2	20
3	12
4	22
5	23
6	24
7	25
8	26
9	27
10	28
11	29
12	30
13	31
14	32
15	33
16	34

MEN'S SIZES

Shirts

US	GE
14	36
14 ½	37
15	38
15 ½	39/40
16	41
16 ½	42
17	43

Suits/Coats

US	GE
32	42
34	44
36	46
38	48
40	50
42	52
44	54
46	56
48	58
50	60

Underwear/Bathing Suits

US	GE
S	46-48 or 4
M	50-52 or 5,6
L	54-56 or 7,8
XL	58 or 59

Sweaters

US	GE
S	46
M	48-50
L	52-54
XL	56

Hats

US	GE
6 ¾	54
6 3/8	55
7	56
7 1/8	57
7 ¼	58
7 3/8	59
7 ½	60

Shoes (wide and narrow not available)

US	GE
6 ½	39
7	40
7 ½	40 1/2
8	41
8 ½	41 1/2
9	42
9 ½	42 1/2
10	43
10 ½	43 1/2
11	44
11 ½	44 1/2
12	45

Slacks

US	GE
30"	75cm
32"	80cm
34"	85cm
36"	90cm
38"	95cm
40"	100cm
42"	105cm
44"	110cm
46"	115cm

Electrical Transformers

If you want to use an American appliance (110 volts) when living off-post, or where only German electrical outlets (220 volts) are available, you will need a transformer. Used transformers are often available at the Thrift Shop. New transformers can be purchased at AFFES.

How big of a transformer do you need? Here are some examples.

75 Watts: Small radios; tape recorders; some sewing machines; most curling irons

300 Watts: Stereos; mixers; TV and VCR (together); typewriters; small fans; video games

750 Watts: Computer monitor and CPU (together, without a printer); humidifiers; travel irons; freezers; washing machines

1000 Watts: Regular irons; table griddle/grill; percolators; vacuum cleaners; portable heaters; power tools; some microwaves

1600/2000 Watts: Computer with monitor and printer; popcorn poppers; toasters; broilers; heaters; frying pans; hot plates; dishwashers; dryers; air conditioners; some microwaves

High intensity halogen lamps require the use of a transformer. Lamps that use incandescent bulbs can be plugged directly into a 220 outlet if you use a plug adapter and replace the bulb with a 220 V bulb.

LIFE ON POST



ACSC Family Advocacy Program (FAP)

The Family Advocacy Program of the Army Community Service Center provides Family Life Education, Parenting Education and Support, and Domestic Abuse and Neglect prevention. **Family Life Education** is designed to provide knowledge, social relationship skills, and support through the family life cycle. **Parenting Education and Support** enhances parenting and child management skills for improved family life quality of the parents and children. **Domestic Abuse and Neglect** programs provide education and skill building to prevent abuse and neglect, or as recommended for treatment following such incidents. **Sexual Assault Prevention** provides training for all military units and agencies. **Unit Victim Advocates** are available 24/7 to assist victims of sexual assault.

Victim Advocacy coordinates appropriate services for every victim of domestic abuse or sexual assault. The victim advocate acts as liaison with other community agencies to ensure victim rights are provided in a timely manner.



New Parent Education and Support Program

The New Parent Education and Support Program is a team of experienced professionals who provide supportive and caring services to military families with children from before birth through three years of age. Army families and other military families expecting a child or who have one or several children from birth through three years of age are eligible to participate free of charge in all the services offered. Expectant and parents of newborn children have the opportunity to learn new skills as parents and to improve those that they already have.

Through home visit support, playgroups, and infant care and parenting classes, the New Parent Education and Support Program will help parents learn to cope with stress, isolation, deployment separations, post-deployment reunions, and the everyday demands of parenthood.

Home Visitation

Trained home visitors have extensive knowledge of the issues confronting parents today. These home visitors are sensitive to the unique challenges facing military families.

PLAYMORNING

Playmorning is a parent and child playgroup for children from birth through three years of age. Network with other parents while your child (ren) enjoy fun, developmental toys and activities, and practice social skills. Bring your child's immunization record on-site.



New Baby Playgroup

A playgroup for first time parents and children from birth through 18 months of age.

For more information, contact the
New Parent Education & Support Program
Schweinfurt Army Community Service Center
Ledward, Bldg. 242 (weekdays 8 a.m. -5 p.m.)
Phone: DSN **354-6187/6751** CIV 09721-96-6187/6751

Emergency Placement Care Program

Emergency Placement Care (EPC) is an emergency, short-term program of substitute family care for a child, over a planned period of time, when a child's own parent (s) is/are unable or unwilling to care for him/her.

EPC Parent applicants must consent to individual and joint interviews, a home safety inspection, and a home standard inspection. Applicants must live in approved quarters where a child will have access to American schools, recreation facilities, churches, community facilities and medical clinics. Applicants must be financially able to provide for the needs of the EPC child. *CHILDREN ARE NOT ELIGIBLE FOR ADOPTION THROUGH THIS PROGRAM.*

For full details contact

Army Community Service Center

Emergency Placement Care Program

DSN: 354-6751/7077

CIV: 09721-96-6751/7077

Foster our Future...Become a Foster Family!

Exceptional Family Member Program (EFMP)

An **Exceptional Family Member** is any family member with any physical, emotional, developmental, or intellectual needs that require special treatment, therapy, education, training, or counseling. This includes, but is not limited to, anyone with: Asthma, Seizure Disorders/Epilepsy, Diabetes, Mental Health Disorders, Depression/Anxiety, Developmental Delays, Speech or Language Impairment, Hearing or Visual Impairment, Behavioral Issues or Physical Challenges

The EFMP is a mandatory enrollment program. It's designed to ensure that families with special needs will receive the medical, educational, community support, housing, and personnel services they require in their duty location. Having an EFM family member DOES NOT automatically give a family priority housing or priority on a requested assignment. However, being enrolled in EFMP will enable the Army to pinpoint an assignment that will have the resources available to meet the needs of your family.

The EFMP Manager can help with such things as enrollment and disenrollment, family travel requests, relocation/transition assistance, Family Advocacy, housing, transportation and other resources, and works closely with the DoDD Schools, Housing, MWR, CYS, Health Clinic and other community agencies.

Please contact the Army Community Service Center for details about the Exceptional Family Member Program:

DSN: 354-6751/6933

CIV: 09721-96-6751/6933

Victim Advocacy Services

Although usually well-hidden, domestic violence is very common and affects people from all walks of life. The military maintains a **Zero Tolerance Policy** for spouse and child abuse in our communities. All soldiers and family members have a right to live without fear in their own homes.

When Commanders and Family Advocacy learn of suspected family abuse, they will use military resources to stop the violence, protect victims and provide intervention for offenders. The primary goal is Safety First!

While all couples experience conflict, couples must resolve differences without resorting to violence.

DOMESTIC VIOLENCE includes, but is not limited to: punching, kicking, destroying property and cutting/pulling a spouses hair, etc. Physical contact during arguments by either person is **Against the Law**. Family Advocacy has programs to assist families in stopping the cycle of violence.

Whether living on post or off, if your family is frequently in conflict, get help before someone gets hurt. If you have children who are being exposed to marital violence, then please understand that they are being hurt. Soldiers and family members have a right to be safe at home. Take steps towards healthy and safe change today

THE VICTIM ADVOCATE CAN HELP WITH:

- Finding a safe shelter
- Establishing a Safety Plan
- Violence Prevention Education
- Information about Spouse benefits & legal assistance
- CRC Representation
- Mediation and meetings with Commanders, lawyers, and police
- Getting Protection from Abuse (PFA) and No Contact Orders
- Crisis Intervention
- Family Assessments
- Medical referrals
- Counseling Referrals
- Special support and Empowerment Groups

Victim Advocacy Services

ACSC-FAP

BLDG. 242 Ledward Barracks

DSN: 354-6751/6933

CIV: 09721-96-6751/6933

To report suspicions of family violence or neglect

Call the Military Police 24 hours a day

DSN: 354-6766/6624 CIV: 09721-96766/966624

- Seek safe shelter if you feel you are in physical danger by contacting the military police.
- Seek Crisis Counseling/Support by contacting the Victim Advocate at The Schweinfurt ACSC BLDG 242, Ledward Barracks.

Mobilization and Deployment Readiness Program (MDRP)

The Mobilization and Deployment Readiness Program provides information, services and support specifically targeted to the unique issues related to deployment and separation. Assistance is offered to Soldiers, families, Family Readiness Groups (FRG) and the chain of command.

During the pre-deployment phase MDRP offers community wide training and resource awareness programs designed to help Soldiers and families prepare for the special challenges that the deployment may bring. FRG training is offered by MDRP on at least a monthly basis. A community based training for Rear Detachment personnel is also offered prior to deployment.

During the Deployment phase the MDRP serves as an educator, advisor and referral resource for families, FRGs and the Rear Detachment. Training in relevant areas is offered on an on-going basis.

During the Reunion and Reintegration phase, the MDRP supports families through Reunion Briefing and by participating in the Reintegration processing of Soldiers.

Family Readiness Group's

Family Readiness Group's (FRGs) are supported and trained by the MDRP. New leaders and volunteers are encouraged to attend the **ABCs of the FRG** class, offered monthly. This class gives an overview of the workings of the FRG as well as the roles of the leader. **Point of Contact (POC) Training** is also offered by monthly and is an essential tool in any POC's tool kit. Advanced training and mutual support is available at the monthly **FRG Roundtable**, where FRG leaders from throughout the community come together and learn from each others experiences.



MDRP is also available to speak on a wide variety of subjects at FRG meetings such as ACS services, keeping in touch during deployment, children's deployment issues, R&R seminars, the emotional cycle of deployment and much more. Please contact us at 354-6751 for more information and to schedule a briefing or to sign up for a class.

Yellow Ribbon Room

The community **Yellow Ribbon Room (YRR)** is a great resource for families. During deployments, families can use the YRR computers for email and webcam communications with soldiers down range. The meeting room at the YRR is available for FRG meetings and other Army related events. FRGs and other agencies can schedule use of the room by calling 354-6089.

Women, Infants and Children -- Overseas

WIC-Overseas is a program that provides supplemental foods vouchers, nutrition education and community referrals to eligible members of our community. Call for more information!!!!

WIC-Overseas Schweinfurt
Bldg 381 Yorktown Village
(Near Kessler Field)
DSN: 353-6791
Civ: 09721-966791

Mon-Fri
8:30-16:30



Army Volunteer Corps (AVC)

The Army Volunteer Corps Coordinator will connect you with the group or organization which can benefit from your energy and expertise. Volunteers are needed in a wide range of skills and organizations throughout the Schweinfurt community, including the Red Cross, chapel, Child & Youth Services, ACS, DODDs Schools, Boy/Girl Scouts, USO, and the Arts & Crafts Center.

If you want to get into a new career field, volunteering is a way to gain new job skills and explore new interests. Volunteer hours can usually be counted for experience when applying for a paid position.

To register as a volunteer and get hooked up with the program that fits your interests, contact.

ARMY VOLUNTEER CORPS COORDINATOR

ARMY COMMUNITY SERVICE CENTER

DSN: 354-7078/6751

CIV: 09721-967078/966751



A world of volunteer opportunities awaits you!

American Red Cross



American Red Cross

Ledward Barracks Bldg. #206 (basement).
DSN 354-1760/6251 or CIV 09721-96-1760/6251.
Office hours 0800 - 1630 Monday through Friday.

American Red Cross After-Hours Comm. Center
DSN 431-2334 or CIV 0703-115-2334.

Email: redcross@cmtymail.98asg.army.mil

Volunteer Opportunities

Volunteer positions are often available including *Casework, General Office and Records Fundraising Chairman and Publicity Chairman*. Experience is not required, but is helpful.

FRG Briefings

Invite a Red Cross representative to your FRG meeting to learn more about what the Red Cross has to offer.

Childcare for Volunteers

The Red Cross can reimburse its volunteers up to 20 hours per month, per family, for childcare expenditures

Volunteer Orientation

2nd Tuesday of the month, Red Cross Classroom, 1000-1200

All new Volunteers are required to attend. Call to sign up for the Orientation, or come by the office and pick up a Volunteer Application prior to the Orientation. You will receive information about volunteering with the American Red Cross.

Health and Safety Courses

Depending upon the course, you may be trained to recognize and care for breathing and cardiac emergencies in adults, children, and infants; identify and care for life-threatening bleeding, sudden illness, and injuries.

Individuals may receive First Aid, Adult CPR/AED, and Infant & Child CPR Certification. You must register and pay before class starts. Contact the office for information on renewing your certification. HIV / AIDS Education is also available to the community.

RED CROSS NOTIFICATION

Make sure your immediate family, to include parents or siblings, in the United States understand how and when to notify the Red Cross of emergencies. Complete the **RED CROSS NOTIFICATION** form (available from the Red Cross office in Building 206) and send it home to your parents or other family members.

In order for your spouse to be released from deployment, in most cases, the Red Cross must verify the emergency as life or limb threatening to an immediate family member. Red Cross workers can also help you procure financial assistance for transportation costs.

Family Life Chaplain

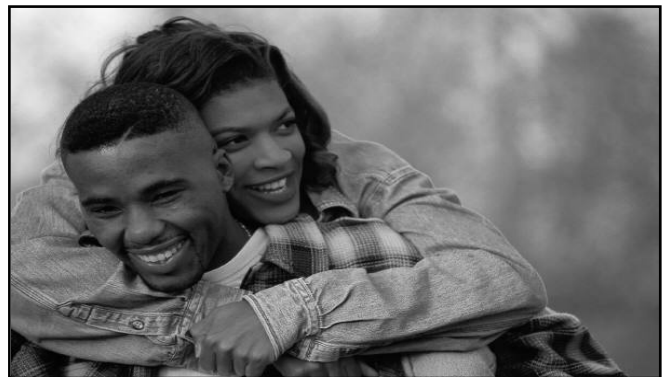
The **Family Life Chaplain** offers free counseling and classes. Topics include:

- Marriage counseling
- Family counseling
- Individual counseling
- Marriage Enrichment Events
- Predeployment, Separation & Reunion Assistance
- Parenting Workshops
- Support Groups
- Pre-Marital Counseling
- Communication Seminars

The Family Life Center is on the 3rd floor of the Abrams Entertainment Center (outside of Ledward Barracks, across the street from the health clinic, at the corner of Niederwerner Str. & Richard Wagner Str.).

Call for more information or an appointment. DSN 354-6135

Mon –Wed 0900-1700
Thurs 1200-1500
Fri 0900-1500



Army Substance Abuse Program (ASAP)

ASAP provides counseling for substance abuse and substance addiction, alcohol and drug education and prevention. Programs available include group therapy, individual counseling, and education classes (ADAPT).

ASAP is located in the Abram's Center, Bldg. 444; Second Floor
Hours: 0730-1630 Monday-Friday
Closed from 1200-1300
DSN: 354-1710 CIV: 09721-961710



Social Work Service

USA Health Clinic – Schweinfurt

Bldg 201, 4th Floor

Monday – Friday 0730-1630

DSN: 354-6276

Civ: 09721-96-6276

PROGRAMS

Schweinfurt Social Work Service (SWS) provides clinical behavioral health services to active duty soldiers and their families, including assessing and providing treatment for domestic violence, redeployment, and reintegration after deployment.

Social Work Clinical Intervention

Social Work Service clients are self-referred or are referred by commander, school personnel, medical doctors, psychiatrist, or New Parent Support Program. Appointments or referrals can be made directly to SWS by calling 354-6276.

Family Advocacy Program

The Family Advocacy Program (FAP) of Social Work Service is a command sponsored program assisting families of domestic violence or at risk for spouse or child abuse/neglect. Clients are referred to FAP when there is an allegation of abuse or neglect.

Group programs include an Anger Management Group, Men's Group, Women's Group Parenting and Spouses Support Groups. Counseling is available for individuals, families, children and marital relations.

DEPLOYMENT STRESS

Deployment stress occurs as a result of the physical and emotional demands relating to deployment. Deployment brings changes for both Service Member and spouse. Both the separation and the reunion aspects of deployment place additional stressors on both the Soldier and family. Stress comes from concerns about what life will be like after you have been separated.

- Spouses have changed and become more independent, taking on new roles and responsibilities. Rules and procedures may have changed at home.
- The Service Member is also not the same person he or she was before deployment. They may have seen or experienced some things that were very upsetting. These are expected reactions that normal people have to abnormal situations. These predictable responses may include fear, nervousness, irritability, fatigue, sleep disturbances, startle reactions, moodiness, trouble concentrating, feelings of numbness, and frequent thoughts of the event. They may have difficulty talking about their deployment experiences, difficulty readjusting to family routines, and difficulty reconnecting with children and spouse.

DEPLOYMENT PROGRAMS

Special programs to address issues relating to deployment include Combat Operational Stress Groups, Critical Incident Stress Management debriefing sessions), Combat Stress Education for Families, and a Homevisit Program.

Army Family Team Building (AFTB)

Army Family Team Building is a volunteer-led organization with the goal of providing training and knowledge to spouses and family members in support of the total Army effort. AFTB's mission is to educate and train all of America's Army by sharing knowledge, skills and behavior designed to prepare our Army families to move successfully into the future

Army Family Team Building classes are open to everyone. Sessions are limited to 12 students, so pre-registration is required. Limited free child care is available on a first-come first-serve basis. Units or FRGs interested in hosting an AFTB session should request the class at least three weeks in advance, with a minimum of 10 students for each class.

Level I Training

This 2-day workshop is for people new to the Army, or anyone interested in updating personal skills and basic Army knowledge. Learn military terms, the chain of command, and an overview of community resources, benefits and entitlements. Topics include:

- Expectations and Impact of the Mission on Family Life
- Military Acronyms and Terms
- Introduction to Military Customs and Courtesies
- Introduction to Family Readiness Groups

Level II Training

Whether you're an emerging leader within the Army community or simply want to tackle difficulties in home and work life, this three-day course will offer inspiring strategies for your personal development. Topics you will explore include:

- Enhancing Relationship Building
- Introduction to Effective Leadership
- Volunteer Management and Marketing the Volunteer Experience
- Communication Skills
- Conflict Management

Level III Training

Level III courses offer a wide variety of subjects that are geared to help you to enhance professional growth and leadership opportunities in your career, community and unit. Some of these are:

- Personality Traits
- Building Self Esteem
- Motivating Factors
- Building a Cohesive Team
- Problem-Solving Techniques for Leaders

Instructor Training

For those interested in becoming a part of AFTB's team, this three day course will provide the tools necessary to becoming a successful instructor. AFTB Instructors are prepared to share the AFTB program with spouses and provide them with vital information and skills.

**For more information or to register for a class, contact the
AFTB Program Coordinator**

DSN: 354-6933/6751 or CIV: 09721-96-6933/6751

Schweinfurt Army Community Service Center

Ledward Barracks, Bldg 242

Website: www.myarmylifetoo.com Click on "Army Basics"



Army Family Action Plan (AFAP)

The Army Family Action Plan (AFAP) is a process that lets soldiers and families say what's working, what isn't - AND what they think will fix it. It alerts commanders and Army leaders to areas of concern that need attention and it gives them the opportunity to quickly put plans into place to work toward resolving the issues.

USAG Schweinfurt usually hosts its annual AFAP conference in January or February. Prior to that time, AFAP issues are solicited throughout the community. Although the conference is held just once a year, AFAP is a continuous process. Anyone wishing to submit local issues can do so monthly at Town Hall meetings. Volunteers within the community are encouraged to participate in the conference as delegates, facilitators, transcribers, recorders, issue support persons and observers.

Local commanders see to it that the issues are worked toward resolution. About 90% of AFAP issues are retained and worked at the local level, resulting in ongoing community improvements.

Some issues are applicable beyond the local level. These are sent up the chain of command to work for a resolution.

What are some AFAP success stories?

- Service members' Group Life Insurance increased from \$50,000 to \$250,000.
- Basic Allowance for Housing increased by 11%
- A Military Savings Plan was authorized and implemented (TSP).
- AER provides grants in overseas locations to assist with financial aid for spouses to pursue undergrad, vo/tech, or high school completion studies.
- A DOD Reserve Component family member ID card was established.
- A vehicle can be stored at government expense when a soldier is reassigned to an area where shipment isn't authorized.
- TLE was authorized for first-term enlisted personnel and is being pursued for first-term officers.
- Family Support Groups were institutionalized.
- Army Family Team Building (AFTB) and Better Opportunities for Single Soldiers (BOSS) were born.



Recent AFAP success stories within USAG Schweinfurt:

- The utilization policy for has been changed to allow persons 12 years and older to use the fitness centers.
- Small children who can remain seated in stroller or carrier can accompany parents to the gym.
- The bus schedule for the Haardt community has been amended to include 3 additional stop times.
- A doggie park has been included in Askren Manor.
- Plans for a swimming pool have been included in the new fitness center to be built on Conn Barracks.
- Stock panty hose in the Commissary.

If you are interested in being an AFAP participant please contact:.

AFAP Coordinator

Army Community Service Center (ACSC)

DSN: 354-7078/6751 CIV 09721-96-7078/6751

via e-mail AFAP.schweinfurt@cmtymail.98asg.army.mil

AFAP ... One Voice Can Change Today's Army. *Let that voice be yours today!*

Military One Source (MOS)

MILITARY ONE SOURCE is a 24-hour, seven-days-a-week toll-free information and referral telephone service and website, available to active duty, National Guard and Reserve soldiers, deployed civilians and their families worldwide. MOS provides information ranging from everyday concerns to deployment/reintegration issues. The website includes short articles on many subjects, print material to download, and links to other relevant websites

Additionally, if there is a need for face-to-face counseling, MOS will provide referrals to professional civilian counselors for assistance. ***OCONUS, face-to-face counseling is provided via existing Medical Treatment Facility-contracted marriage and family counselors.*** The face-to-face counseling is limited to six sessions and addresses short-term concerns. It is not designed to address child and spouse abuse, suicidal ideation and mental illness. Individuals in need of treatment are referred to the Medical Treatment Facility and TRICARE for services

MOS counselors have master's degrees in a variety of fields such as education, social work, early childhood development, psychology and counseling. All face-to-face counseling is provided by master's level staff licensed in their respective states. The Military One Source staff will not provide information on pay-related or other Army administrative issues.

The services are pre-paid by the Army. There is no cost to callers, going online, ordering educational materials, or the six counseling sessions. You may call or go online as often as necessary. You may, if you wish, personalize the website by using "My Military One Source."

Areas of assistance include:

- Parenting and Child Care
- Education
- Relocation
- Financial and Legal Concerns
- Everyday Issues (such as finding services in a local community, consumer issues)
 - Emotional Well-being
 - Health
 - Addiction and Recovery
 - Disabilities
- Military Life
- Work Concerns
- Crisis Support
- Elder Care
- TRICARE "warm transfer"
- Life-Issues Library and Pre-Paid Materials
- Translation Service (no medical or legal documents) – *Documents may be digitally sent to MOS without charge. See your ACSC for more information.*

MOS is private within certain limits. Confidentiality does not extend to issues of harm to oneself or others, child abuse, elder abuse or domestic violence. Issues outside those mentioned above are considered confidential and will not be released without signed authorization from the user of the service. Sponsors are not advised when their family member calls or conducts an online visit or face-to-face session.

MILITARY ONE SOURCE

Phone from OCONUS: 001-800-464-81077 (dial all digits).

On-line assistance at: <http://www.militaryonesource.com>.

ACSC Employment Readiness Program

JOB SEARCH GOT YOU DOWN?

Are you looking for full-time or part-time work while living in Schweinfurt? Do you want to explore a new career area? Will you be looking for a job when you PCS back to the states? The Employment Readiness Program at the Schweinfurt Army Community Service Center (ACSC) can help. Services are available to all ID card holders at no charge.

SERVICES:

At ACSC Main Office:

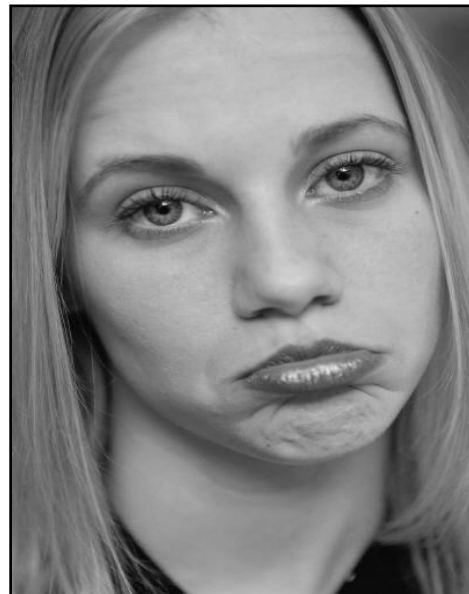
Job Market Information
Application Assistance
Career Counseling

Referral Services
Resume Class
Job Fair Information

In The Commons:

Computer Lab
Job Market Information
Individualized Assistance

Internet Job Search
Employment Lending Library
Typing Tutorials



Employment Readiness

Army Community Service Center (ACSC)

09721-96-6751 or DSN 354-6751

Ledward Barracks Building 242

Mon-Wed and Fri: 8 a.m. -5 p.m. and Thurs: 10 a.m.-5 p.m.

Employment Readiness Resource Center

The Commons:

Ledward Barracks Building 224

CIV 09721-96-6288 or DSN 354-6288

Monday through Friday: 9 a.m. - noon and 1 - 4 p.m.

Where can I find a job in Schweinfurt?

1. Federal Civil Service (also called GS jobs or Appropriated Fund (AF) jobs)

These jobs are open to US Citizens. Apply through the Army's on-line resume builder (Resumix). Job lists are available at the Commons or on-line at <http://acpol.army.mil/employment>. Classes are available on Federal resume preparation through ACSC.

2. Non-Appropriated Funds (NAF)

Open to US citizens, and citizens of NATO countries with a valid US work permit and social security number. The NAF office is located on the 3rd floor of the Abrams Entertainment Center. Copies of NAF job list are available at the Commons.

3. Department of Defense Dependents Schools (DoDDS)

Apply for teaching positions through the main personnel office in Virginia.

Substitute teachers, clerks, lunch room monitors and other non-teaching positions are also available. Apply for these positions at the school. The application package requires a form SF 171.

4. Army Air Force Exchange Service (AAFES)

Apply for positions at the AAFES Human Resources Office located near the Ledward Shoppette (Building 225), next to the TKS office.

5. Commissary

Apply for entry level positions at the commissary office. All other positions are recruited through Resumix.

6. Concessionaires

There are businesses which provide services on base under AAFES and MWR contracts. To apply for position, inquire at each facility. Examples are: Beauty Shop, Barber Shop, Flower Shop, Optical Shop, Cleaners, etc.

7. Non-Personal Service Contracts

Some agencies (ACSC and the Chapel for instance) obtain the services of individuals through the use of contracts. A contractor is a self-employed person providing a specified service. When a contract comes open, applicants submit a bid for the services. If you bid on a contract, make sure you address EVERYTHING asked for in the qualifications. You will have to bid on each line item of the contract and your total bid for all services can not exceed the amount specified as the ceiling.

8. MWR Instructor Contracts

If you are a certified instructor in anything from aerobics to cake decorating, you may contact the Community Recreation Division and the Child and Youth Services (CYS) SKIES Programs, to ask about offering classes through their facilities. They will take a percentage of your class fees in exchange for using their facility.

9. Contractors

Some companies (such as the Community Bank and Andrews Federal Credit Union) have contracts with the Army to provide services on-post. These companies often hire ID cardholders. Check with individual contractors about openings and their application process. Also, if you are hired please confirm your tax liability with the German Attorney at JAG.

10. German Economy Jobs

Please pick up a copy of the info sheet from Legal Assistance (JAG), if you are interested in working on the local economy.

Home-Based Businesses

Do you have a home-based service that you plan to continue in Schweinfurt, or are you thinking of starting your own business? (Some examples would be doing nails, hair, massages, house cleaning or teaching music lesson). If so, stop at the Commercial Affairs Office in Bldg. 206, S-1 Section, Ledward Barracks to obtain more information about **Home Based Business**.

NAF Civilian Personnel Office

Abrams Entertainment Center
Bldg 444, Room 317

Mon - Wed, Fri: 0900-1500
Thurs: 1300-1500
Closed For Lunch Daily: 1200-1300

DSN 354-6444 FAX 354-6443
CIVILIAN 09721-96-6444 FAX 09721-96-6443

The NAF office handles all Child and Youth Service positions, Bowling Center, Bradley Inn, Recreation Centers, Auto Skills/Strip Lot and other MWR positions.

Information on the web at www.chrma.hqusareur.army.mil.

COMMUNITY LIFE



Schweinfurt German-American Club

The Schweinfurt German American Club is an organization for people of all ages who want to have fun and enjoy new experiences along with members of the local German community.

The Club plans a variety of cultural and social events that allow Americans to experience the real Germany, as well as expose the German members to some of our American customs.

If you are new in town, interested in making new friendships, or are curious about foreign cultures and languages, this is the club for you. This can also be an opportunity to contribute your enthusiasm, ideas, skills, time, and talent.

Events include:

Monday Evening Stammtisch (6:30 pm)

“Stammtisch” is a German word for “the regulars’ table” at a gasthaus, café, or restaurant. Anyone is welcome to come and enjoy. This is a time to relax and socialize. The venue changes as the club works its way through the dinner menus. Contact the club for the current location.

Tuesday Mornings Stammtisch (9:30 am)

Altstadt Café off the Marktplatz in Schweinfurt. Facing McDonald’s with the Rathaus (City Hall) on your left, turn left down the street with McDonalds on the corner. The café is on the right. Join us for breakfast, or just tea or coffee. Come make friends and ask questions.

Travel and Activities

We plan activities though the year to experience the local culture, sights, and fests, including city tours, wine tasting, and sampling new restaurants. Club activities are always casual and bringing guests is encouraged.

A small membership fee is requested on an annual basis. For more information, please contact:

German POC

Alice Von Kress

09725-708069

Chris.kvk1@t-online.de



Schweinfurt Arts and Crafts Program

The Crafts Studio

Bldg 203, Ledward

Wed, Thur 1-9 p.m.
Fri, Sat 10 a.m.-6 p.m.
Closed Sun, Mon, Tue
and American holidays

Holidays

Wood 'N' Frame

Bldg 242, Ledward

Tue (2nd & 4th) 2 - 8:45 p.m.
Wed-Fri 2 - 8:45 p.m.
Sat 10 a.m. - 4:45 p.m.
Sun (1st & 3rd) 10 a.m. - 4:45 p.m.
Closed Monday and German



The Craft Studio has the tools and offers classes or instruction in a wide range of craft activities. These include Basket Making, Ceramic Mold Pouring Class (over 2000 molds available), Dry-Brush Painting, Hand Sewn & Quilted Patchwork Class, Lace Making (learn bobbin-lace techniques), Pottery (four types of potters' wheels and 3 kiln) Scrapbooking & Rubber Stamping Techniques –(combine stamps, ink, embossing powder, heat gum, hot glue, ribbon, hand made paper, trinkets), Spinning Classes, Weaving Class, and Knitting Knights (knitters meet every Thursday evening).

The **Wood 'N' Frame** shop is equipped with professional level woodworking tools, and offers classes in wood inlay and picture framing.

Library

As you would expect, our Library (Ledward Building 242) has a full selection of books, fiction and non-fiction (second floor). There is a separate children's book section on the first floor. There are about 20 computers with internet connection available for your use. There is also a collection of audio books, movies and TV series on tape or DVD available for checkout. Library materials are available to all ID card holders.

If you need a quiet space to study or for a small group meeting, the library has several private rooms available on the 2nd floor.

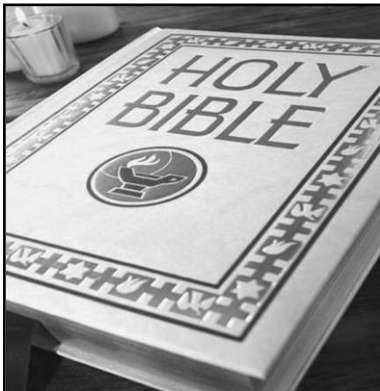
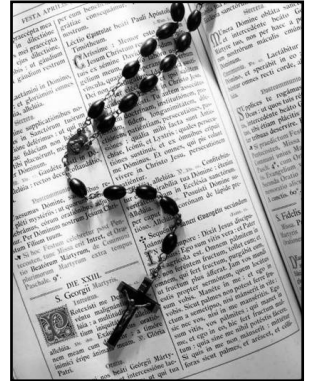
Community Worship Opportunities

*For more information about all our services,
please call: CIV 09721-961570 or DSN 354-1570*

PROTESTANT SERVICE COLLECTIVE: Held at Ledward Chapel at 0900, this service is a blend of the new and the old, of traditional hymns and contemporary music. Our goal is to be spiritual partners in meeting the challenges of overseas living. Childcare, Children's church, and Sunday School are all active part of our service.

CATHOLIC MASS: Located at Ledward Chapel and starting at 1100, this Mass gathers the Catholic Community in Schweinfurt around the altar of the Lord for worship every Sunday, and Holy Days of Obligation, and on weekdays. We worship God the Father, through his son in the Holy Spirit. The Liturgy of the Word prepares us to receive the Body and Blood of Christ in the Liturgy of the Eucharist.

PROTESTANT GOSPEL SERVICE: Service starts at 1230. Located at Ledward Chapel, the Gospel Service is an all-inclusive Spirit-filled Protestant service with an up-beat, hallelujah shout'n, Bible preaching, faith walking congregation of the Schweinfurt military families. Childcare is provided and Children's church is available every 1st and 3rd Sunday.



SUNDAY NIGHT JAM: Located at Ledward Chapel It is a blue-jean and T-shirt atmosphere that focuses on Praise, Worship and the Word. The music is loud, Christian and Rockin'! Dinner is provided in the fellowship hall at 1800. Service begins at 1830 and childcare is provided.

TRADITIONAL PROTESTANT WORSHIP SERVICE: Held at Conn Chapel at 1100, this service includes singing from the hymnbook, scripture reading, responsive readings and liturgy, in the tradition of Lutheran, Episcopal, Presbyterian and Methodist services.

CHURCH OF GOD IN CHRIST WORSHIP SERVICE: Located at Conn Chapel, this is a Bible based, Pentecostal foot-stompin', Spirit-filled, tongue-speaking service, beginning at 1330.

HISPANIC ASSEMBLY OF GOD: This service begins at 1600 at Conn Chapel. If you prefer to hear the word of God in Spanish, you are invited to join this worship service.

UNITED PENTECOSTAL CHURCH INTERNATIONAL: This is an Apostolic Pentecostal, non-Traditional service, starting at 1800 on Sundays at Conn Chapel.

CLUB BEYOND is the chapel's youth program for Christians of all faiths and denominations. There are a variety of activities from shopping to camping trips. More information from DSN 354-1570 or CIV 09721-96-1570., or email at clubbeyond@hotmail.com.

JEWISH and ISLAMIC services are available at other nearby garrisons. Contact the Office of the Chaplain for further information. DSN 354-1570 or CIV 09721-96-1570

Coupon Connection

Charitable organizations in the States clip and send us thousands of grocery store coupons. These are free for the taking for soldiers, family members, and civilians. Coupons are good at the Commissary for 6 months after the expiration dates.

Coupons are separated into food and non-food categories. They are available for you to search through daily at the ACS Employment Readiness desk in the Commons (Bldg 224) 9am-4pm or at the Community Yellow Ribbon Room.

Thrift Shop

Sponsored by the Schweinfurt Community Spouses Club (SCSC)

Hours of operation:

Tuesdays and Wednesdays 10 a.m. – 2 p.m.

Thursdays 2 – 5 p.m.

1st Sat. of the month 10 a.m. – 2 p.m.

Located on Ledward Barracks, Bldg 231

(across from the CMR mailroom)

Phone: DSN 354-6723, CIV 09721-96-6723

The Thrift Shop is a volunteer-run consignment shop for clothing, furniture, appliances, books, tapes and other household items. Before paying full price for new, stop in to see if you can find that missing item for your household. Popular items include electrical transformers and 220 volt appliances.

CONSIGNMENTS

Would you like to be paid for cleaning out your house? Bring in your unwanted items to sell at the Thrift Shop. You can even fill out all the paperwork ahead of time in your own home.

You can consign up to 20 items each consignment day and 10 of them can be clothing.

Consignment hours: Tuesdays and Wednesdays 10 a.m. – 1 p.m.

PCSing???

Leaving within the next 90 days! With your orders, you can consign unlimited items. Stop by the Thrift Shop to make an appointment and receive the paperwork. Fill everything out in the comfort of your home. Bring in all the items, paperwork, orders and self-addressed stamped envelopes to be sent after you leave.

DONATIONS

Do you have unwanted household goods and clothing, in good repair, but don't want to go through the paperwork of consignment? You can also donate items to the Thrift Shop. All proceeds from donated items go back into the community. Money is used towards scholarships, Scouting, schools, and other community needs. Donations are accepted any time during hours of operation.

Shopping on the Economy

While you can find the basic necessities on-post at the PX and Commissary, there are times when you'll want to have other options. You will find a wide range of stores and shops in Schweinfurt, with many of the same conveniences as you would expect in an American city. Americans have been stationed in Schweinfurt for over 60 years, so the Germans are used to having Americans as customers. Most shops have at least one person who speaks English. Schweinfurt citizens are generally friendly and helpful when you're out on the economy. Of course, politeness and a good attitude on your part go a long way toward establishing a good relationship.

While you can find small shops scattered throughout the city, there are several main shopping areas in Schweinfurt:

- The pedestrian zone in the city center: You will find everything from clothing boutiques and department stores, to specialty shops and discount "1 Euro" stores. There are many outdoor cafes and restaurants, and a farmer's market is held on the Marktplatz (the main market square) several times a week and Saturday mornings.
- Hafen: across the Main River from downtown, this district has a number of large building supply stores, car dealerships, furniture, grocery and electronic stores.
- On the JFK Ring, near to Askren Manor, a collection of grocery and other stores.
- In Niederwern, north of B 303 between Conn and Ledward, is another collection of large stores and car repair shops.

Remember that many German stores do not take Visa/MasterCard. Plan on paying in cash (Euros) unless you know from experience that the store will take plastic.

Germany Shopping Hours:

In the City Center, most stores are open from 8 or 9 am to 5 or 6 pm on weekdays, and to 1 or 2 pm on Saturdays.

The big stores on the city perimeter (grocery, electronics, building supplies, furniture, etc) are generally open to 7 or 8 pm on weekdays and to 5 or 6 pm on Saturdays.

All stores are closed on Sunday.

United Service Organizations (USO)

“You’re Home Away From Home”

FREE SERVICES OFFERED

- Travel Brochures: For many cities in Germany and different countries throughout Europe
- Free coffee and cookies: Every day!!!!!!
- DSN Phone: 5-minute limit
- Free internet computer use: Just sign in and out

PAY SERVICES OFFERED

- Tour Service: Group day trips, express and overnight tours. Popular destinations include Nauwchwanstein, Paris, Poland and Amsterdam.
- Copy Service: 15 cents per page
30 cents per double-sided page
- Fax Service:
To send a fax: \$1 per page
To receive a fax: 50 cents per page
- Beanie Babies®: When available!!
- Blankets: Lady Victory \$50 Big Red One \$32
- “Never a Dull Moment”
(Guide book to German attractions and shopping): \$25



**Located in the Commons,
(behind the Rohr Café)
Ledward Bldg 224.**

Hours of Operation:

Mon-Wed, Fri: 10 a.m. – 4 p.m.

Thu: 10 a.m. – 5 p.m.

DSN 354-6711

CIV 09721-96-6711

FAX 09721-804600

E-mail:

uso_schweinfurt@yahoo.com

Website: www.uso.org/schweinfurt

Better Opportunities for Single Servicemembers (BOSS)

RECREATION..... COMMUNITY SERVICE..... WELL BEING

The B.O.S.S. program provides single service members the opportunities to identify and plan recreational and leisure activities. Additionally, it gives single service members the opportunity to participate and contribute to their respective communities. The core components, or Three Pillars, of the program are Recreation and Leisure, Community Service and Well-being.

B.O.S.S. is a member driven program. Single service members have the opportunity to be local B.O.S.S. board members, unit representatives, or volunteers to assist in planning of events or attend activities. Although the intent of the B.O.S.S. program is to provide recreational and leisure activities for single service members, events are typically open to all authorized MWR patrons.

The program includes a B.O.S.S. committee of single service member representatives from installation units. Typically the installation Command Sergeant Major serves as the senior military advisor to the council. An installation MWR advisor is appointed to provide guidance in the planning of activities, financial accountability, and marketing. B.O.S.S. members are encouraged to identify both local and Army-wide well-being issues and concerns that affect their quality of life. The issues are formatted and submitted to the senior military advisor to find a solution through the proper command channels or local staff agencies.

THE THREE PILLARS

RECREATION

Recreation and leisure activities may be planned solely by the B.O.S.S. committee or in conjunction with other MWR activities. B.O.S.S. committees have sponsored events such as single Soldier talent shows, concerts, dances, and trips.

COMMUNITY SERVICE

B.O.S.S. committees often elect to participate in community programs or projects, which make a difference in the lives of others, the community, and ultimately, themselves. This pillar is voluntary in nature and must be coordinated with the installation volunteer program.

WELL BEING

Well-being deals primarily with those things single service members can directly or indirectly influence to enhance their morale, living environment, or personal growth and development. Examples of the issues that have been addressed by B.O.S.S. committees include dining facilities, fitness, and Army Air Force Exchange Service.

Smart Soldier Cab Card

S²C²

The Smart Soldier Cab Card is the latest defense in keeping our soldiers safe. The card reminds soldiers that if they are too drunk to drive, they can get a cab ride back to the barracks. The reverse side (in German) will let the driver know the fare can be covered by the soldier's unit if the soldier cannot pay.



Cards can be picked up at the Army Substance Abuse Program (ASAP) office on the 2nd floor of the Abrams Entertainment Center (building 444).

Hours: 0730-1200 and 1300-1630 Monday-Friday
DSN: 354-1710 CIV: 09721-961710

CHILDREN & TEENS



School Registration

SES - Schweinfurt Elementary School
SMS - Schweinfurt Middle School
WAHS - Wuerzburg American High School

1) Register your child in any DoDDS school using on-line registration. Go to:

<http://www.schw-es.eu.odedodea.edu>

Computers with Internet access are available at no charge at SES, the Yellow Ribbon Room, the USO and the Ledward library.

2) After you have filled out the forms on-line, go to the appropriate school. Bring with you:

- copy of your orders,
- military ID card
- child's birth certificate (only if you are registering a Kindergartner or new first grade student).

The school office will down load the forms you have already filled out and ask for a signature
You may also request a copy of the current school year calendar for future reference.

IT'S THAT EASY!

Child and Youth Services (CYS)

You must register your children with **CYS** to be eligible for childcare, youth sports and other activities.

CYS Central Registration

The Commons

Ledward Barracks Bldg 224

DSN 354-6517 CIV 09721-96-6517

Monday-Friday 0800 -1700 hrs (after 1100 by appointment only).

Schweinfurt **CYS** Central Registration

The Following Items Are Needed to Register

1. Child's Immunization Record (**must be current**), 6th grade and above--no health assessment or shot record required
2. Child's Social Security Number (**must see SSN card**)
3. Identification Card of Sponsor or Spouse
4. Must have names for two emergency designees and their phone numbers
5. **December** LES of Sponsor and **CURRENT** Pay stub of Spouse (not required for youth who are 6th grade and above)
6. Registration fee of \$15 per child, maximum of \$35 Per Family

CYS Benefits

- 5 FREE hours each month of after school care at School Age Services for children in grades 1-5, regardless of sponsors rank.
- 10 FREE hours of hourly care per month per child for sponsors E1-E4
- Middle School Zone and Teen Center Activities, FREE to all **CYS** Registered Youth
- 10% Multiple Child Reduction on **CYS** Fees
- 20% Child and Youth Services employee discount
- Parent Participation Discount

***PLEASE HAVE ALL PAPERWORK
COMPLETED BEFORE YOUR
APPOINTMENT***



School Dress Code

USAG SCHWEINFURT ELEMENTARY & MIDDLE SCHOOLS

LEG WEAR

- Navy, Blue, Khaki
- Cotton, Polyester, Corduroy
- Long pants, jumpers, skirts, or walking shorts

SHIRTS

- Red, White, Navy, or Light Blue
- Short or long sleeve polo or dress shirts, turtleneck long sleeve shirts, sweaters, official PTSA shirts, sweatshirts, or jackets

FOOTWEAR

- Socks-Navy, Red, or White
- Shoes-sturdy tie, buckle, or casual shoes
- No platform shoes, sandals, or dress shoes with slick leather soles

AVAILABLE SOURCES:

AAFES

www.jcpenny.com

www.gap.com

Local stores -H&M, E-Center, etc.

SKIESUnlimited

School of Knowledge, Inspiration, Exploration, and Skills (SKIES)

Abrams Entertainment Center Bldg 444
Monday - Friday: 8 am - 5 pm
DSN: 354-6460 Civilian: 09721-96-6460
Serving children/youth from Infant-18
years of age



SKIESUnlimited
Schools of Knowledge, Inspiration, Exploration & Skills

SKIES offers many possibilities for your child. Children and youth may choose from a myriad of classes offered by the School of Arts, School of Sports, School of Life Skills and School of Academic Skills. The instructional programs are designed to support growth in every aspect of the lives of Army youth, from infants through the high school years. The instructional programs provide enrichment in areas of creativity, music, athletics and life skills.

There are many advantages when youth participate in instructional programs...

- Development of positive self-image and leadership skill
- Accommodation of various learning styles and developmental stages
- Discovery of new knowledge, skills and special talents
- Character development
- Exploration of personal interests
- Encouragement of creativity
- Increased individual competence
- Exposure to positive behavior
- Reduction of school drop-out rate

HIGHER EDUCATION



Army Education Centers

Ledward Army Education Center
Building 242, Ledward Barracks
354-6383

ACES – We Go Where you Go

CIVILIAN HIGHER EDUCATION

If you are interested in starting or continuing work on a post-high school degree, getting started is as easy as 1 – 2 – 3:

1. **Fill out a NEEDS ASSESSMENT SURVEY** by choosing the degree majors and/or courses that interest you most.
2. **Arrange to speak to an EDUCATION COUNSELOR** so that your individual goals can be discussed and clarified. Your counselor will assist you in developing a degree plan.
3. **SIGN UP for classes** that match your degree plan. Check off the classes as you go!

If you are not pursuing a degree because of lack of financial aid, childcare issues or unavailability of classes, talk to the Education Center to see how we can help.

AER Scholarship

MG JAMES URSANO SCHOLARSHIP FUND

The **MG James Ursano Scholarship Fund**, administered by **Army Emergency Relief**, was established in 1976 as a secondary mission to help the dependent children of Army families with the costs of post secondary undergraduate level education, vocational training, and preparation for acceptance by military service academies.

The scholarship funds may be used to assist with tuition, fees, books, supplies, or school room and board either on or off campus at the student's request.

SCHOLARSHIP PROGRAM ELIGIBILITY

Applicants must be ... Dependent children, stepchildren or legally adopted children of Army soldiers on active duty, retired, or deceased while on active duty or after retirement.

Applicants must be enrolled, accepted, or pending acceptance as full time dependent students for the entire academic year in post-secondary school for undergraduate study. Full time attendance is required at the school accepting the scholarship funds.

The applicant can apply online on our website, www.aerhq.org from November 1st through March 1st.

Contact the Schweinfurt AER office at the Army Community Service Center for full details,

DSN 354-6751, CIV 09721-96-6751

For additional information contact:

Army Emergency Relief
MG James Ursano Scholarship Fund
200 Stovall Street Rm. 5N13
Alexandria, VA 22332-0600
703 428-0035
Education@erhq.org



Army Emergency Relief is dedicated to "Helping the Army take care of its own."

AER Spouse Education Assistance Program

Army Emergency Relief provides the **Spouse Education Assistance Program** to provide Army spouses with financial assistance in pursuing educational goals. The purpose of the program is to assist spouses in gaining the education required to allow them to qualify for increased occupational opportunities.

Financial assistance is awarded up to half the cost of tuition per term based on relative financial need, with a \$400.00 maximum per academic term.

In addition to the traditional college courses, the Spouse Education Assistance Program provides assistance with the following courses offered at the education center: English as a Second Language, GED prep courses, CLEP examinations, and DANTES distance education programs.

The dependent spouse who wishes to participate in the Spouse Education Assistance Program may obtain further information and an application and instructions at the Army Emergency Relief office, the Education Centers and on the internet by downloading the information from the Army Emergency Relief Web Site: www.aerhq.org.



SCSC Scholarship

The Schweinfurt Community Spouses' Club offers a college scholarship for military spouses for graduate or undergraduate study. This merit scholarship is to provide tuition assistance for college courses offered through the Army Education Center.

The scholarships are awarded based on the following criteria: GPA of 3.0 or higher (official transcript required), community service (volunteer time), and a typed essay of 300 words based on the theme "Educational Goals and Achievements toward Obtaining Those Goals".

SCSC can award up to two family member scholarships per quarter. Each scholarship may be up to \$500.00. Applicants can receive only one scholarship per year. The deadline for all scholarship requests is the 15th of the month.

Call the Thrift Shop for contact information
DSN 354-6723 Civ 09721-96-6723



FINANCIAL RESOURCES



ACSC Financial Readiness Program

The Financial Readiness Program (FRP) staff provides guidance and assistance in establishing a personal budget and savings plan, allowing soldiers and families to meet short and long-term financial goals, reducing and eliminating debts as quickly as possible and educating clients in the proper use of consumer credit.

Additional services promote consumer awareness by providing information on banking, insurance and credit. Classes offered include Checkbook Management, Home Loans, Insurance, Financial Planning, Credit Management, Car Buying, and Financial Planning for Baby.

Contact the Schweinfurt ACSC for a schedule of upcoming Financial Readiness classes, or to arrange an appointment with the FRP Manager.

**Army Community Service Center
Financial Readiness Program (FRP)
Ledward Barracks, Bldg. 242
Schweinfurt, Germany**

FREE/REDUCED SCHOOL LUNCH PROGRAM

To apply for the free/reduced school lunch program for your children, come to Army Community Service, Ledward Building 242. Bring the following materials with you:

- School Lunch Application (Completed)
- Latest End of Month LES (both sponsor and spouse, if working)
- Copy of orders with family members names

Army Emergency Relief (AER)

*Serving soldiers and their
families in war and peace
for 64 years.*

ARMY EMERGENCY RELIEF is a private nonprofit organization incorporated in 1942 by the Secretary of War and the Army Chief of Staff. AER's mission is to provide emergency financial assistance to soldiers. AER receives no government funds. Money is raised by voluntary contributions from active and retired soldiers and Army civilians, as well as repayment of non-interest loans and interest on investments.

AER provides non-interest loans or grants to assist with financial hardships such as: food, rent, utilities, emergency transportation, funeral expenses, medical or dental expenses, or delayed or stolen pay. AER can not help with such things as non-essential purchases, vacations, legal expenses or fines, purchase a home or car, credit card debts, or bill consolidation.

For assistance, contact the AER officer at the Schweinfurt ACSC, Ledward Building 242. DSN 354-6751, CIV 09721-96-6751. If requesting financial help, you will need your Military ID Card, your latest Leave and Earnings Statement, Leave/PCS orders (if appropriate) or other substantiating documents (car repair estimate, rental agreement, utility bill, etc.).

The Army-wide annual AER fund campaign is conducted 1 March- 15 May. You can contribute to your local AER fund campaign or send your contribution to AER National Headquarters. All contributions are tax deductible.

For more information

Contact your local AER officer at Schweinfurt ACSC or visit our website:

<http://www.aerhq.org>

**AER National Headquarters
200 Stovall Street
Alexandria, VA 22332-0600**



Banking

There are two American banks on post for those interested in opening a local account in US dollars. They offer the full range of banking services such as savings and checking accounts, car loans, debit cards, account transfers and ATMs.

DOD Community Bank
(a division of Bank of America)
Ledward Barracks Bldg 226
CIV 09721-88096
DSN 354-6403

Andrews Federal Credit Union
Ledward Barracks Bldg 224
CIV 09721-796860
DSN 354-6891

ATMs on post offer cash in Dollars or Euros. Most American major credit cards and cash cards work at the various German cash machines (Geldautomat) off post for getting Euros. However, you may be charged an additional transaction fee using these machines.

Many of the local German stores do not accept credit cards or personal checks. Plan to do your shopping using Euros if you're not sure about the store. In Germany, an electronic bank transfer is usually used in the situation where you would mail someone a check in the States (such as rent or utilities). The vendor will give you their bank and account numbers. You just need to fill out a form at the bank and the funds will be transferred between accounts.

Finance Office

C-Det, 106th Finance Battalion
Ledward, Bldg 215
Open: Mon, Tue, Wed, & Fri 0900-1530

Did you know????

The Finance Office accepts Power of Attorneys under the following stipulations:

1. You must have a "Special" power of attorney with specific guidelines (not to be confused with a "General.")
2. You must have your power of attorney with you at the time of your visit.
3. Your power of attorney must be in good condition (legible with a raised seal).

Phone Numbers:

Customer Service	354-1730
In and Out Processing	354-6367
Separations	354-6479
Travel	354-6663
Cashier	354-6740



Tax Relief

What is Tax Relief?

The Tax Relief program enables members of the U.S. Forces to buy goods and services on the German economy without paying the 16% value-added tax. This tax is automatically included in the price of all merchandize in German stores. It is available for specified individuals who work for and/or with the U.S. military and their families.

How does the simplified Tax Relief procedure work in Schweinfurt?

A. For purchases under € 2500

Before you go shopping, stop by the Tax Relief office, Bldg. 206, room 218, and buy tax exemption forms. They cost \$4 each, and are discounted for volume purchase (up to 10 at one time for \$30). Thus, it is only worth your while to use the form for checkout totals greater than around €40.

The forms are good for two years from issue date. There is no refund for unused tax exemption forms. You must have a valid ID card with you to purchase the forms.

When shopping, check with the merchant prior to your purchase to verify if they will accept the tax exemption form. This is a voluntary program. German vendors **DO NOT** have to accept the paperwork (even so, most of the vendors in the Schweinfurt area do take them, such as furniture stores, building supply stores and car repair shops.) Should the vendor not understand the procedures, feel free to contact the Tax Relief office at 09721-86798 and the Tax Relief clerk will talk to the vendor and explain the correct procedures. In addition, the Tax Relief office will provide you with the guidelines for use of the tax relief forms for all purchasing agents (German and English language.)

The method of payment is up to the merchant (euros, dollars or credit card). You may have to use a special checkout line or go to the store's office to complete the paperwork. The merchant will complete the application and order form (AE Form 215-6a.) and return 2 copies to you. You must return white the copy to the Tax Relief Office; the pink copy is for your records.

Please note: When you PCS out of Germany, be sure to return any unused forms to the Tax Relief Office prior to your departure. This is very important for the Tax Relief Office to clear all forms in their computer system.

B. For purchases over € 2500

Select the goods or services required from a vendor who accepts the tax exemption forms. The vendor must issue you an invoice showing the net amount without the 16 % value-added tax. The tax amount must not be shown separate on the invoice.

Bring the invoice and a certified euro check from the Community Bank made out to EUROPE MWR FUND to the Tax Relief Office. The service charge for endorsing a certified euro check is \$6. Take the tax relief documents and your check from Community Bank back to the vendor to complete your purchase. Again, return the completed white copy of the AE Form 215-6a to the Tax Relief Office. The pink copy is your receipt.

For more details, contact

Tax Relief Office

DSN: 354-1780 or

CIV: 09721-86798

Ledward Barracks, Bldg. 206, Room 218, 2nd floor.

Open Monday – Friday 8 a.m. – noon and 12:30-4 p.m. Closed on German and American holidays.

LEGAL RESOURCES



(Office of the Staff Judge Advocate-OSJA)

Claims Office

Mon – Thu 1300-1630, Fri 1300-1500

DSN 353-8809, CIV 09721-96-8809

Subject: Household Goods / Hold baggage / European and Local Move Claims. Have inventory list ready on delivery date. The delivering carrier will provide the DD Form 1840/1840R (Pink Form). You must note OBVIOUS damage and missing boxes/line items at delivery, particularly of the high-valued items, and sign the form. You have 70 calendar days from the date you receive your delivery in order to annotate additional found damaged or missing items on the reverse side of DD Form 1840 and to provide this form to any Claims Office. Failure to meet this time limit may result in a complete loss or reduction of the amount payable to you. Further instructions for filing the actual claim will be provided to you at turn-in of the Pink Form.

Subject: Privately owned vehicle (POV) claims.

It is essential to inspect your vehicle thoroughly at pick up. Clean your vehicle with a cloth in order to detect damages. You must annotate all damages to the exterior or interior of your car (i.e., dents or scratches) on your shipping form before you leave the shipping point. It will be hard to prove external damage discovered later to be the result of shipment. Time filing limitation for POV claims: 2 years counting from the day of pick up.

Subject: Claims for vandalism, theft, quarter losses, fire, floods, etc.

Call or stop by the Claims Office for more information.

Legal Assistance Office

Mon – Wed, Fri 0900-1700, Thu 1300-1500

DSN 353-8384, CIV 09721-96-8384

Subject: Powers of Attorney (POA) and Notarizations.

These are done on a walk-in basis.

Subject: Consult with an Attorney.

In order to see an attorney, please call the front desk to schedule an appointment. The Schweinfurt Legal Center provides counseling on a variety of matters. Services include:

- Family Law: separation agreements, paternity issues, child support.
- Estates: preparation of wills.
- Real Property: landlord-tenant disputes.
- Economic: bills of sale, promissory notes, insurance problems, debts.
- Civilian and military administrative: rebuttal letters.
- Torts: traffic accidents.
- Taxes: income taxes (German & American), social dues
- Civilian Criminal: misdemeanors, offenses, and crimes committed by family members.

Subject: Law Suites in the USA.

Soldiers (but not their family members) are covered by the Soldiers' and Sailors' Civil Relief Act (SSCRA). It provides protection regarding certain civil (not criminal) matters.



Handouts (Available at the Legal Assistance Office front desk):

- Banks & Bills
- Born in Germany
- How to get married in Germany, Denmark, & Switzerland
- Commercial Solicitation
- Dogs in Germany
- Drinking & Driving Rules in Germany
- Spousal Employment in Germany
- German Landlord-Tenant Law
- Hiring Household Helpers in Germany
- Illegitimate Paternity Rules in Germany
- Powers of Attorney
- Telephone Rules in Germany
- The Sale and Purchase of Used Cars in Germany
- Car Repair Rules in Germany
- Living in Germany
- Service of Process from the USA to Germany
- Grundzüge des deutschen Steuerrechts (Tax Advice for LN spouses)
- US Federal Income Tax Implications on the German Spouse

Civil Processing Office

Mon – Fri 0730-1200, 1330-16030

DSN 353-8384, CIV 09721-96-8573

Subjects: Legal liaison functions between US and Germany. Documents from German authorities (eg, courts, youth office, etc.). Translations.

Civil Processing Clerk also assists -on a discretionary basis and as time permits- in preparing written certified translations of small documents from German into English and vice versa.

Tax Filing Office

Conn Barracks, Bldg. 30

Mon – Fri 0900-1800

Subjects: The Electronic Tax Filing Center. E-filing services (Federal & State Taxes) between February and June.

• Income Tax Returns are due on April 15. There is a two month overseas filing extension (until June 15). However, if you owe taxes, they must be paid by April 15, or you will be charged interest from the filing date.

Please bring the following documents for a tax filing appointment:

- Military ID card
- Social Security Card, ITIN for spouse w/o a SSN
- Copies of last year's federal and state returns if available
- Check and bank card with routing and account number
- Power of Attorney (POA) for joint filers
- W2 and 1099 Form; W2 from Finance through Personnel Action Center (PAC) together with Leave and Earning Statement (LES)

(Please do not confuse this office with the Tax Relief Office, which is located on Ledward Barracks in Building 206, Room 218 and issues Value Added Tax (VAT) Relief Forms.)



Civilian Misconduct Action Authority (CMAA)

CMAA is responsible for tracking civilian misconduct within the Schweinfurt military community, keeping all relevant parties informed of misconduct issues and taking appropriate action in response to misconduct. CMAA takes action against individual offenders, but also watches for trends and problems in the community and works to address those through talking with law enforcement, chain of command and members of the community.

USAREUR Regulation 27-9, para 4d, makes it the sponsor's responsibility to make every effort to prevent misconduct by family members. In the event of misconduct, this regulation also permits Civilian Misconduct Action Authorities to take a host of administrative actions against those who fail to maintain good order and discipline.

CMAA applies to persons not on active duty but who receive individual logistical support from the US Forces, to include:

- Family Members of US Military Members
- DoD Civilian Employees & their Family Members
- US Military Retirees & their Family Members
- Government Contractors & their Family Members

Examples of Civilian Misconduct:

- Violation of Pet Control Policy, Policy Memorandum #5-6
- Violation of Failure to Supervise Children Policy, Policy Memorandum #5-3
- Violation of Verbal Abuse of Personnel Policy, Policy Memorandum #19-2
- Violation of Housing Disturbance Policy, Policy Memorandum #1-6
- DUI/DWI
- Domestic Abuse
- Aggravated Assaults
- Shoplifting
- Illegal Drug Possession and Use

Types of action taken against offenders:

Memorandum of Warning	Community Service	Counseling Programs
EROD/AROD (returned to CONUS)	Bar to Post (ASG Wide or USAREUR Wide)	Released to Local National Authorities for Prosecution

**CIVILIAN MISCONDUCT OFFICE
BLDG 206, RM. 105, LEDWARD BARRACKS
DSN 354-6955 OR COMM. 09721-966955**

PETS



Schweinfurt Veterinary Treatment Facility

72nd Medical Detachment (V5) Squad
Building 81, Conn Barracks
CMR 464
APO, AE 09226
Phone: DSN 353-8359
Phone: Civilian 09721-96-8359

Mission

The primary mission of the Schweinfurt Veterinary Treatment Facility is to provide:

- Medical support for Military working dogs
- Control of Zoonotic Diseases
- Deployment training

Please understand that providing service to personal pets is a secondary mission.

Services

- Pet Registration
- Routine Vaccinations
 - Health Certificate
 - Sick Call Appointments
 - Spay/Neutering/Surgeries
 - Dental Cleaning

Policies

1. All animals must be properly restrained while in the Veterinary Clinic (Cats in carriers and dogs on a leash)
2. Please inform the Vet Clinic of cancellations 24 hours in advance, so they can re-schedule the time.
3. No Show Policy:
 - a. if you are more than 30 minutes late.
 - b. if you fail to cancel appointment in advance.
 - c. if you fail to come to an appointment.
 - d. Three No Shows in six months will result in the loss of service for 6 months.
3. The Clinic will make every possible effort to see emergency cases during normal business hours. They do not provide 24 hour service. For after-hour emergencies, they will refer you to a German veterinary clinic.
4. If you wish to adopt a pet, the vet clinic maintains a list of animals that need homes and of people looking to adopt pets.



Vaccination Schedules

Puppies and Dogs:

Puppies should be vaccinated with a Distemper combination at 8, 12, 16 weeks of age and every year thereafter.

Bordetella/ Kennel Cough is given four to six weeks before boarding, as it is only good for six months. Many kennels require this vaccine.

Kittens and Cats:

Kittens should be vaccinated with a feline combination (commonly referred to as Feline Distemper) at 8, 12, 16 weeks and every year thereafter.

Leukemia may be given after a negative test at any time with a booster three weeks later and every year thereafter.

Both dogs and cats should be given a rabies vaccination at 16 weeks of age and every year thereafter.

(Some vaccinations are effective for three years, **but can only be honored for one year while overseas.**)

Traveling with Pets

As of 1 October 2004:

Coming to Europe

Pets traveling from the US to Germany must have a health certificate, a form of identification, i.e., an ISO microchip, or tattoo, (this provision expires in 2009), but no EU pet passport is required.

PCSing with your pets

Dogs and cats require a health certificate issued within 10 days of flight to the continental US. They must have a rabies certificate issued within one year, but more than 30 days, of entering the US.

Exotic animals may require import permits from the US Fish and Wildlife service.

Birds require special consideration, so plan at least six months preparation for them.

Please contact the Vet Clinic for additional information. **DSN 353-8359 CIV 09721-968359**

Traveling in Europe

Pets traveling from one European Union (EU) country to another are required to have a EU Pet Passport (Heimtierausweis) and a microchip as a form of identification

Pet Passports

EU pet passports can only be issued by EU veterinarians (local veterinarians) at this time. The following vets will put a microchip in your pet and issue a pet passport for the cost of about 37€. If you only need the pet passport, the cost is about 25€.

Niederwerrn

Dr. Barbara Loeffler 09721-74070

Dr. Hans Fischer 09721-40740

Schweinfurt

Dr. Strossel 09721-25778

Dr. Rodger & Cornelia Horch 09721-541881

Dr. Michael Gode 09721-387420

Werneck

Tieraerztliche Klinik 09722-1255

Bad Kissingen

Dr. Fischer 0971-2875

Dr. Heiko 0971-2657

Würzburg

Dr. Thevis 0931-69017

Bamberg

Dr. Clemens Meier 0951-01500



Is Your Dog ILLEGAL?

Information regarding dogs considered dangerous in Bavaria

Dogs are considered dangerous if they are (a) vicious, (b) aggressively jump at human beings and animals in a dangerous way, or (c) show a tendency to chase or attack game and other animals.

The breeding or crossbreeding of fighting dogs is prohibited and violations will be fined up to €50,000. Local authorities must grant permission to own a fighting dog. This permission will only be granted under very strict prerequisites.

Extremely Dangerous Illegal Fighting Breeds that are Prohibited in the State of Bavaria

- American Staffordshire Bullterrier
- Bandog
- Bull Terrier Tosa-Inu
- Pitbull
- Staffordshire Bullterrier

**If you have any
questions please
contact your local
military or civilian
veterinarian.**

This includes dogs mixed with any of the above breeds.

Dangerous Breeds: (Until determined otherwise)

Alano American Bulldog Bull Mastiff Bull Terrier Canario (Dogo Canario) Cane Corso Dogue de Bordeaux Fila Brasileiro Mastiff Mastin Espanol Mastino Napoletano Perro de Presa Perro de Presa Mallorquin Rhodesian Ridgeback Rottweiler	<p><i>All dogs must be registered IMMEDIATELY upon arrival in Germany. While there are no costs for registering these dogs, the owner may be told at the German Office for Safety and Environment, that the dog will have to be taken to a GERMAN veterinarian to be TEMPERAMENT TESTED. The cost for this test is borne by the owners. Call for the current cost for testing your dog.</i></p> <p><i>The fine for having an unregistered dog.....THE SKY'S THE LIMIT!!!! Really, there is no set fine...but there will be a fine.</i></p> <p><i>Dogs are registered at the Öffentliche Ordnungsahnt fürUmweltfragen (Office for Safety and Environment). The granting of a permit may be combined with certain requirements, such as keeping the dog on a leash and/or use of a muzzle. It may also be required to keep the animal locked up. Please remember this is a German office and there may not be anyone available who speaks English!</i></p>
--	--

Let Us Know What You Think

The Schweinfurt Army Community Service Center Team hopes you have found this Welcome Book helpful in your transition to the Schweinfurt community. If there is any community service or program that you have not found listed here but you think should be included, please let us know. We hope to make this Welcome Book as comprehensive as possible and include those things that you, the newcomer to Schweinfurt, believe are beneficial.

Please take a moment to fill out the form below and let us know how we can improve. You can cut it out, fold it and send it to us (no postage necessary) through the Military Postal System. Or you can drop it off at your Army Community Service Center (ACSC), Building 242, Ledward Barracks.

Thank you for helping us serve you better!

Schweinfurt Welcome Book

March 2006 edition

Please add the following information to the next edition of the Schweinfurt Welcome Book:

Name of service/office: _____

Important details: _____

Name of service/office: _____

Important details: _____

If you have any questions, please contact:

Information and Referral Program

Army Community Service Center

DSN 354-6751/6933 or

Civilian 09721-96-6751/6933

MPS

Army Community Service Center (ACSC)
USAG SChweinfurt
CMR 457
APO AE 09033

Published by:

USAG Schweinfurt

Army Community Service Center

Schweinfurt, Germany

April 2006

